

## **General Information**

### **Overview**

Siena Heights University is a Catholic, coeducational, liberal arts university offering associate's, bachelor's and master's degrees. The University was founded in 1919 by the Adrian Dominican Congregation. In addition to the main campus in Adrian, Siena Heights operates degree completion programs across southern Michigan in Battle Creek, Benton Harbor, Dearborn, Jackson, Kalamazoo, Lansing, Monroe, and Metro Detroit as well as a Totally Online program. The university offers graduate programs in Adrian, Battle Creek, Lansing, Metro Detroit and also totally online Leadership degrees.

This University Catalog contains information pertaining to academic programs leading to associates, bachelors (baccalaureate), and master's degrees.

### **History of Siena Heights University**

A Catholic liberal arts institution founded in 1919 by the Adrian Dominican Sisters, Siena Heights was originally named St. Joseph College, and enrolled many of the graduates of neighboring St. Joseph Academy, founded some years earlier by the Adrian Dominicans. In 1939, St. Joseph College was renamed Siena Heights College, in honor of Catherine of Siena, a 14th century Italian Dominican who dedicated her life to a quest for truth and social responsibility, and in recognition of the College's location on the highest land in the surrounding area. In 1997, the Board of Trustees voted to change the institution's name again, effective July 1, 1998; Siena Heights University was chosen as a more accurate reflection of the kind of institution Siena Heights is today.

Throughout its history, Siena Heights has built a proud tradition of innovative response to changing social needs. Originally a college for women who intended to become teachers, Siena Heights broadened its offerings over the years and by the 1950s was recognized as one of the nation's ten best liberal arts colleges for women.

In 1957, in addition to undergraduate studies, Siena Heights University initiated a Division of Graduate Studies, which was approved by the North Central Association of Colleges and Schools in 1963. During the late 1960s, Siena Heights became coeducational and expanded its curriculum to include programs in business and human services. In the 1970s Siena Heights took a leading role in providing opportunities for adult students by offering evening and weekend classes and opening degree-completion centers in Southfield, Michigan, and Toledo, Ohio.

In 2000, Siena Heights established three colleges to deliver its academic programs: the College of Arts and Sciences (CAS), the College for Professional Studies (CPS), and the Graduate College.

Today Siena Heights continues its long tradition of integrating liberal arts and career education. The student's total development as an intellectually, socially, and spiritually responsible human being is the basis of Siena Heights University's educational philosophy. The University provides an education that will help students create meaning in their lives and inspire others by their aspirations and achievements. Siena Heights believes that caring people are the key to creating peace and justice in the world.

### **Philosophy**

Siena Heights is a private, post-secondary institution which seeks to identify and respond to the educational needs of people at varying stages of their lives. The University believes that education in contemporary society should be based upon clearly defined goals.

Since Siena Heights has developed within the framework of Catholicism as lived out in the Adrian Dominican tradition, it believes that individual educational goals should grow out of an encounter with the values which are a part of this tradition. Specifically, these are the values of the reflective life, the free exploration of ultimate questions, the imperative to witness one's values to the world, the concern for justice in human relationships, and participation in

communal celebration. Inherent in these values is the acceptance of the authenticity of other traditions and their experiences of God. The University is also committed to the idea that goals must develop in light of career possibilities and the realities of society.

## **Mission Statement**

The mission of Siena Heights, a Catholic university founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

## **Student Goals**

In light of its mission statement, Siena Heights has devised a set of specific educational goals. The University:

1. Provides for the development of skills necessary for individual survival and success in postindustrial society. These are the skills of conflict resolution, forecasting, systemic thinking, creative management, information usage, problem solving, decision-making, group facilitation, leadership, and independent learning.
2. Commits itself to challenge each of its students to expand his or her abilities in the primary realms of communication (reading, writing, listening, and speaking) and in the computational area.
3. Provides encounters in which its students will be asked to examine the assumptions upon which they are basing their lives.
4. Maintains a process through which students will explore career options and clarify their own career expectations.
5. Provides encounters with moral dilemmas for its students in the hope that these may lead to greater ethical sensitivity.
6. Believes that each graduate should have mastered a variety of challenges which require the use of skills gained in his or her educational program.
7. Endeavors to provide in-depth educational programs in selected disciplines and professions. The University believes that each in-depth program should be characterized by statements of outcomes which should characterize a graduate of that particular program.
8. Believes in the education of the total person and will adjust its curriculum to provide for the developmental needs of its students.

## **Institutional Goals**

In light of its Mission Statement, Siena Heights has devised a set of specific institutional goals. In order to maintain institutional viability, the University:

1. Places emphasis on quality instruction and maintains a standard of excellence. The University commits itself to utilizing periodic program and faculty evaluation in developing high quality instruction.
2. Strives to locate highly qualified faculty or staff members for each position as it becomes available.
3. Intends to be an experimenting institution. It seeks continually to deliver education more effectively through the creative employment of new teaching styles and learning environments.
4. Identifies the personnel needs of local and regional communities and prepares the professionals and paraprofessionals needed in these areas.
5. Seeks to gain national attention for its educational approaches so that it might make an institutional impact upon the continuing national debate about the nature and purposes of contemporary post-secondary education.
6. Epitomizes in its own structure and practices a society in which each individual involved may have maximum opportunities both for personal growth and for participation in the life of the University community.
7. Is an "enabling" institution which seeks to develop cooperative arrangements with a wide variety of individuals and institutions in the interest of creating effective learning encounters and environments.

## **Student Development Philosophy**

In support of its Mission Statement, educational goals, and institutional goals, Siena Heights strives to develop and enhance the following skills throughout each student's curricular and co-curricular experiences:

### **Build Intellect**

- Nurture an on-going curiosity and foster a commitment to life-long learning
- Seek truth through strategic, purposeful and thoughtful analysis
- Discover and succeed in your academic field of study
  - Enrichment of the Liberal Arts
  - Graduate from Siena Heights University

### **Explore Identity**

- Explore personal spirituality within an inclusive Dominican community
  - Explore each individual's spirituality
  - Develop self-confidence and self-respect
- Establish effective interpersonal communication
  - Build healthy relationships
- Prepare for a career reflecting one's unique place in the world
- Find and value personal passions
  - Curricular and co-curricular interests
  - Apply diverse interests in finding your career path

### **Discover Creativity**

- Contribute to the ongoing expansion of culture and knowledge
- Develop and apply critical thinking skills to create innovative solutions
- Discover unique modes of personal expression
- Develop solution building skills for their professional and private lives

### **Develop Leadership**

- Develop a personal code of ethics and values
- Learn to lead with confidence, conviction and by example
- Realize the courage to take responsibility of one's actions
- Mentor and model positive personal behaviors for others

### **Nurture Citizenship**

- Become aware of civic and social issues and the impact they have on individuals, groups, communities and cultures
- Understand your position of privilege and champion the rights and dignity of all
- Advance a sustainable community based on environmental , technological and economic factors

## **Associations**

Siena Heights University holds membership in the Association of Catholic Colleges and Universities (ACCU), the Michigan Independent Colleges and Universities (MICU), the Michigan Colleges Alliance (MCA), the Council of Independent Colleges (CIC), the Council for Opportunity in Education (COE), the Association of Governing Boards (AGB), the National Association of College and University Business Officers (NACUBO), the Council for the Accreditation of Educator Preparation (CAEP), Directors and Representatives of Teacher Education Preparation (DARTEP), the Michigan Association of Colleges for Teacher Education (MACTE), the National Association of Intercollegiate Athletics (NAIA), and the Wolverine Hoosier Athletic Association (WHAC), the Council on Social

Work Education (CSWE), the National Association of Schools of Art and Design (NASAD), and the American Association of Colleges of Nursing (AACN).

## **Accreditation**

Siena Heights University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) at 230 S. LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1441, [www.ncahlc.org](http://www.ncahlc.org), the National Association of Schools of Art and Design (NASAD), the Council on Social Work Education (CSWE), the Commission on Collegiate Nursing Education (CCNE), and the Teacher Education Accreditation Council (TEAC)/Council of the Accreditation of Educator Preparation (CAEP). Additionally, the Michigan Board of Nursing has approved the Siena Heights University Nursing Programs.

Siena Heights University is authorized to prepare students for teacher certification in Michigan and other states. Upon request, students may review University accreditation at the office of the Vice President of Academic Affairs, Sacred Heart Hall, Room 202, on the Adrian Campus.

Siena Heights University offers online degree completion to students across the United States. Each state has specific "state authorization" policies to follow in order to offer online learning to state residents. Siena Heights University monitors individual state authorization policies, and obtains appropriate approvals, as defined by those policies. In most states with a few exceptions, Siena Heights University is currently authorized, licensed, registered, exempt or not subject to approval. Students can view Siena Heights University's current authorization status by state at <http://www.sienaheights.edu/Locations/OnlineLearningPrograms/StateAuthorization.aspx>.

It is the policy of Siena Heights University not to discriminate on the basis of race, color, national origin, age, disability, sex, religion or sexual orientation.

Undergraduate students are obligated to fulfill the requirements of the catalog that was in force at the time of their first registration. Undergraduate readmitted students who return after a period of one session or more must complete the degree requirements listed in the current catalog at the time of readmission. The readmitted student may not be entitled to complete a program that is no longer offered by the University. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Graduate students are expected to be familiar with, and to follow, the program requirements and policies described in this catalog. Graduate students are obligated to fulfill the requirements of the catalog that was in force at the time of their first registration. However, readmitted students who return after a period of two years or more must complete the degree requirements listed in the current catalog at the time of readmission. Students who have been reinstated following suspension must complete the degree requirements listed in the current catalog at the time of readmission. The readmitted student may not be entitled to complete a program that is no longer offered by the university. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

The provisions of this catalog are to be considered directive in character and not as an irrevocable contract between the student and the university. The university reserves the right to make changes that seem necessary or desirable, including course and program cancellations.

## **Access to Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Note: Because these rights are transferred to eligible students, Siena Heights University allows students to complete a *FERPA Release of Information* form which permits parents access to their records. The following points are direct quotes from the legislation.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information as per below. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory information is defined by FERPA as the following: Student's Name, address, telephone number, student e-mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, photograph, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information as defined by the University which would not generally be considered harmful to the student, or an invasion of privacy if disclosed.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Family Policy Compliance Office: U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520

This policy may be found in its entirety at:  
[http://sienaheights.edu/About/DepartmentsOffices/RegistrarsOffice/PrivacyGuidelines\(FERPA\).aspx](http://sienaheights.edu/About/DepartmentsOffices/RegistrarsOffice/PrivacyGuidelines(FERPA).aspx)

## **Admission**

Siena Heights admits students who have the intellectual ability and self-motivation to accept the challenge of working toward their academic goals in an atmosphere of support and freedom. In addition to academic records, evidence of the ability to benefit from the opportunities and resources available at Siena Heights is considered. Siena Heights University follows a "rolling admissions" procedure. This means that qualified students receive admissions decisions as they complete the formal application process by submitting the online application and all supporting data.

## First-Time Freshmen

1. Complete and submit the online *Undergraduate Application for Admission*
2. Request an official secondary school transcript (or official GED certificate)
3. If applicable, request official college transcript(s) for all Dual Enrollment coursework taken.
4. If applicable, submit official Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) test results.

*Note: Because Siena is a Test-Optional institution, official SAT or ACT score results are accepted, but are not required for admission to the University. Some academic and athletic programs, however, require SAT or ACT results to determine program eligibility.*

## Transfer Students

1. Complete and submit the online *Undergraduate Application for Admission*
2. Request official transcripts from all colleges and postsecondary institutions attended
3. Transfer students with less than 60 credits must submit an official final secondary school transcript (or official GED certificate with date of graduation). Transfer students with 60 or more transfer credits are not required to submit a secondary school transcript or GED certificate.
4. If applicable, submit official Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) test results.
5. Transfer students who hold certificate(s) of training, licensure, and/or registry should submit appropriate documents, including work experience verification, for evaluation.

## Graduate College Students

1. Complete and submit the online *Graduate College Application for Admission*
2. Request official college transcript(s) from all previously-attended institutions of higher learning
3. Provide a current professional resume
4. Complete required Essay (details available in the application checklist after application has been submitted)
5. Submit completed Criminal Conviction Disclosure Form
6. Provide three Recommendation Forms
7. For teachers, provide a copy of the teacher's certificate
8. For counseling applicants, an interview is required with the Program Director
9. Submit a non-refundable Enrollment Deposit (\$50)

## Readmission Students

1. Former students seeking readmission to Siena Heights University following a period of non-attendance for one or more sessions are required to complete the online *Application for Readmission*.
2. Final decisions regarding readmission are made after approval is received from designated administrative departments that may include, but are not limited to, the Office of the Registrar, Office of Residence Life, Financial Aid Office, and the Office of Student Accounts.
3. Official transcripts of all college coursework attempted since the student last attended Siena Heights University must be submitted, along with any additional requested information, prior to a readmission decision.
4. If readmitted, the student will be bound by the requirements of the catalog governing at the time of readmission, and not by any previous catalog.

## International Students

Siena Heights University is authorized under U.S. federal law to enroll non-immigrant applicants. International applicants are subject to all requirements for admission to their chosen undergraduate and graduate program.

## **Immigration Requirements for requesting an I-20**

Under the Student and Exchange Visitor Information System (SEVIS), Siena Heights University is authorized under federal law to enroll non-immigrant students. Applicants planning to attend Siena Heights University on a F1 student visa must also submit the following documentation in order to receive an I-20:

1. A completed Request for I-20 packet. The forms may be obtained from the Office of International Studies.
2. An affidavit of support assuring financial coverage of a minimum of one year's tuition and living expenses. The appropriate figures for this may be obtained from the Office of International Studies. Statements must be dated within three months.
3. If the document provided is from a financial sponsor, a signed affidavit of support letter must accompany the bank statement.
4. Deposit with Siena Heights University \$2,000 before an I-20 letter of support and admission letter can be issued, if applicable.
5. Complete the I-20 application form and sign the international student agreement.
6. Copies of previous I-20s from other institutions, if applicable.
7. A copy of a valid passport. Valid passports must also be provided for any dependents.
8. Proof of valid health insurance. (All international students MUST provide evidence of insurance or purchase insurance through the Office of International Studies).
9. A self-reported health record.

## **F-1 Visa Process**

In order to be awarded an F-1 international student visa, an international student must first be accepted by Siena Heights University and issued a valid I-20 document from this institution. The student must then pay a SEVIS fee (I-901) of \$200.00 to Homeland Security (the payment may be made on-line; information for making the payment is included with the Siena Heights I-20 and letter of acceptance). Then, with a printed receipt of SEVIS fee payment, the international student must contact a United States Consulate in his or her country to make a visa interview appointment. There may be an additional fee payable to the United States Consulate for this appointment; consular officials will provide this information by phone. At this point, the international student has:

1. A valid I-20 Form from Siena Heights University.
2. A letter of acceptance/admission to Siena Heights University.
3. A receipt for the SEVIS ("Student and Exchange Visitor Information System") fee payment.
4. A paid appointment receipt for a visa interview with United States consular officials in a United States Consulate abroad.
5. An original bank statement (the same admissions procedure bank statement on file with Siena Heights University demonstrating financial solvency) showing that the student or student sponsor has the required amount of money on deposit.

## **Undergraduate International Student Admission**

**Undergraduate international applicants must submit the following:**

1. A completed application form. Apply at [www.sienaheights.edu](http://www.sienaheights.edu)
2. An official secondary school (high school) transcript which includes date of graduation. Transcripts typically include grades 9 through 12 or 13 depending on the applicant's home country educational system. An English translated copy must accompany the official transcript, where applicable.
3. International Transfer Students are any student who has been accepted and has enrolled in another institution with the intent of pursuing a Post-Secondary degree. This can be an institution that grants 2-year Associate

Degrees or 4-year Undergraduate Baccalaureate Degree. For transfer credit, official transcripts from each institution previously attended must be provided. One of the following international transcript evaluation services for equivalency must evaluate international transcripts:

- a. World Education Services ([www.WES.org](http://www.WES.org))
- b. Education Credential Evaluators ([www.ECE.org](http://www.ECE.org))

The application and procedure for the official credential evaluation can be found at their respective websites.

4. Evidence of English proficiency is required for ALL students applying for the Undergraduate Program at Siena Heights University. ANY of the following can be submitted as evidence of English proficiency
  - a. (TOEFL) minimum score of 525 (PBT - Paper Based Test) or 195 (CBT - Computer Based Test) or 71 (IBT - Internet Based Test) or equivalency to assure proficiency in the English language. Scores must be sent directly to Siena Heights University from ETS, Princeton, New Jersey.
  - b. For English proficiency, students can also be evaluated upon arrival to Siena Heights University. Students who do not successfully pass the English Proficiency test will be required to take ESL prior to registering for academic courses. Students applying for the ESL program are not required to provide TOEFL scores and will be evaluated for English proficiency upon arrival.
  - c. If available, student can submit SAT or ACT scores as evidence of English proficiency.
5. Students that meet the following criteria can be exempt from the English Language Test requirement.
  - a. Students that have come from an English speaking country
  - b. Students whose primary education was in English
  - c. Students who are transferring from a College/University in the United States or another English speaking country having completed the minimum requirements for admission to the College for Professional Studies.

## Graduate International Student Admission

**International graduate applicant must submit the following:**

1. A completed graduate application form. Apply at [www.sienaheights.edu](http://www.sienaheights.edu)
2. A degree that is equivalent to a baccalaureate degree from an accredited college or university in the United States. International transcripts must be evaluated for demonstrating the baccalaureate degree equivalency.
3. Applicants who come from an English speaking country **MUST** take the TOEFL exam. This will provide the university an opportunity to examine the applicant's comprehension of the English language.
4. Applicants whose native language is not English must provide evidence of proficiency in the English language according to the following minimum scores:

**English Placement Test Concordance Table\*\***

<b>TOEFL-IBT</b>	<b>IELTS</b>	<b>MELAB</b>	<b>EPT</b>
Internet Based Test	International English Learning Testing System	Michigan English Language Assessment Battery	English Placement Test
76-82	6.5	76-77	85

**\*\*Scores must be less than two years old from the first day of class at the proposed session of entry in order to be valid\*\***

5. If the scores on the English test are acceptable, but indicate the need for further English study, an English as a Second Language Placement Test (EPT) will be required upon arrival at the university. Based on the ESL EPT results, applicants may be required to enroll in non-credit ESL courses prior to beginning a full course of study. I

6. In addition to English test results; applicants will be required to submit a writing sample upon arrival at the university. Writing samples will be reviewed by the Graduate College and the applicant cleared for enrollment prior to enrolling in a full course of study.
7. May be required to remediate any deficiencies in previous college work by completing undergraduate courses at Siena Heights University.
8. All international applicants will be required to enroll in GRS 598 Foundations Of Professional Writing And Research a three (3) credit-hour course during their first sub-session. GRS 598 is a prerequisite to the research class (CMH 602, LDR 602, or TED 602).

## **Enrollment Deposit – College of Arts & Science and Graduate College**

To accept and secure an offer of admission from Siena Heights University, an Enrollment Deposit of \$200 for residential students (\$100 Tuition Prepayment and \$100 Housing Security Deposit) or \$100 for commuter students (Tuition Prepayment, only), must be sent to the Office of Undergraduate Admissions. Graduate students must also submit a deposit of \$50, which is an advanced payment for admission.

## **Guest Students**

Students enrolled at other colleges and universities who seek admission as guest students at Siena Heights University, or individuals who plan to audit a class, must submit a guest application to the Registrar's Office. Guest students are not guaranteed admission to Siena Heights University, may register for no more than 8 credit hours, and are not eligible for Financial Aid.

## **Michigan Transfer Agreement**

Siena Heights University has signed the new Michigan Transfer Agreement (MTA). This agreement is sponsored by the Michigan Association of Collegiate Registrars and Admissions Officers as a response to a request by the Michigan legislature for a more seamless transfer environment for students from community colleges to upper level higher education institutions in the State of Michigan. At this time, this agreement has a direct impact on all Michigan community colleges. The outline of courses (C grade or higher) to complete the MTA are listed below:

1. English Composition—6 credit hours
2. Science and Math—8 credit hours, taken within two subject areas, one must be a lab science.
3. Social Studies—8 credit hours from two subject areas.
4. Humanities—8 credit hours from two subject areas.

Upon completion of the MTA, the student may request that their transcript be posted "MACRAO Transfer Agreement Satisfied."

Not all Michigan colleges and universities participate in this agreement. Some institutions will participate fully while others have limitations and provisos to their liberal arts program. Siena accepts up to 90 credit hours in transfer work with the grade of 2.0 or better. Associate degrees from accredited institutions will be accepted "in total" to Siena Heights. The Registrar and the major department at Siena will determine what courses will be used for the major, or minor at Siena Heights University.

## **Academic Records**

## **Registration**

Before any student may attend classes at Siena Heights University, he/she must be formally admitted, be registered, and pay the required tuition and fees.

## Graduate College Academic Load

Graduate student registration for full-time, half-time, or less than half-time is reflected in the table below. Registration for more than six (6) credit-hours in one sub-session may require the approval of the respective program director.

Note: on this chart, a session consists of both sub-sessions in one 16-week period (i.e. fall 1 and 2, winter 1 and 2, and summer 1 and 2). The Graduate College calendar is based on a three (3) session model.

Full-Time Student	Half-Time Student	Less than Half-Time Student
<i>Each Session (16-weeks)</i>		
9+ credit-hours	4.5 – 8 credit-hours	Less than 4.5 credit hours

## Undergraduate Academic Load

An average academic load for a full-time undergraduate student is 12-18 credit hours. In some cases, circumstances may suggest that the student take a lighter load. A student may take as few as twelve credit hours and still be considered a full-time student. Any student who wishes to register for more than 18 credit hours during Fall or Winter session, or more than eight hours in one summer sub session must obtain written permission from the Director of Academic Advising.

Siena Heights reserves the right to cancel courses up until the first day of class due to under enrollment or other unforeseen circumstances.

## Academic Degree Planning

While Siena Heights University will provide as much help as possible in planning academic programs, each student is responsible for the proper completion of a program and, therefore, should be familiar with the requirements listed in the university catalog. Each student will be assigned a faculty/staff advisor, according to their choice of major, who will assist in course scheduling and establishing educational goals.

The student should take the initiative for requesting academic advising assistance. Academic advisors at our degree completion centers are available to assist CPS students.

## Undergraduate Class Standing (based on hours completed)

0-23 hours	Freshman
24-55 hours	Sophomore
56-87 hours	Junior
88-120 hours	Senior

## Graduate College Grading Policies

The responsibility for determining grades rests with the course instructor and reflects the graduate student's level of achievement of the learning outcomes, goals, and objectives established for each course. Grades are filed with the Office of the Registrar at the conclusion of each term according the following scale:

- A Outstanding - four grade points for each credit hour.
- B Average - three grade points for each credit hour.
- C Below Graduate Standards - two grade points for each credit hour.
- I Incomplete - See the Incomplete Grades section.
- IP Course in progress - no credit earned, no grade points.
- W Official withdrawal - has no effect on the grade point average.
- D, E or WE Failure -zero grade points for each credit hour.
- AU Audit - no credit earned, no grade points.

A graduate student who receives a grade of "C" or lower in any course results in the student being placed on probation, and the course must be retaken with a "B" or better to receive credit towards a Master of Arts degree.

## Undergraduate Grading System

The responsibility for determining grades rests with the instructor and reflects the student's achievement of the academic goals set for each course. A plus (+) or minus (-) attached to a grade earned does not count in grade point averages. Grades are recorded at the close of each session in the following terms:

Grade	Quality Points	Grade Explanation
A	4.0	Superior Work
B	3.0	Above Average Work
C	2.0	Average Work
D	1.0	Below Average Work
E	0.0	Failure
I	0.0	Incomplete
IP	0.0	Course In Progress
W	0.0	Official Student Withdrawal; does not effect grade point average
WE	0.0	Administrative Withdrawal; effects grade point average

CR	0.0	Credit Earned; equivalent of a letter grade of "C" is required to earn CR. Cannot be changed to a letter grade.
NC	0.0	No Credit Earned. Cannot be changed to a letter grade.
AU	0.0	Audit

Hours successfully completed includes all credit hours attached to course grades of A, B, C, D, and CR. Hours attempted includes those successfully completed as well as those attached to courses in which grades of E, I, IP, NC, W, and WE were assigned.

Failure to achieve satisfactory academic progress will result in warning, probation, or suspension and will affect eligibility for financial aid.

### Grade Point Average (G.P.A.) Example

Course	Grade	Quality Hours		Quality Points
MAT 159 Precalculus	B(3.0) x	4	=	12
ENG 101 Reading And Writing I	A(4.0) x	3	=	12
HIS 140 World Civilizations Before 1500	B(3.0) x	3	=	9
BIO 141 Basic Concepts Of The Cell	C(2.0) x	<u>4</u>	=	<u>8</u>
		14		41

To calculate the grade point average, divide the number of quality points (41) by the quality hours (14). Thus, the grade point average in the example is 2.92. The cumulative grade point average (the average of all work at Siena Heights University) is determined by dividing all quality points earned at Siena Heights University by the total number of quality hours attempted at Siena Heights University.

The cumulative grade point average, as reflected upon a student's academic record (transcript) will be the cumulative grade point average used for all purposes except college honors. The cumulative grade point average will be computed at the following times:

1. The end of each session.
2. Upon conversion of an Incomplete (I) or an In Progress (IP) to a letter grade.
3. When a grade is changed.

### Official Grade Reports

Students can access their official grade report while currently enrolled at Siena Heights University via the MySiena portal.

### Repeating a Course

If a student wishes to improve his/her Siena Heights University grade point average by repeating a course, only courses taken at Siena Heights University can achieve this objective. Repeat courses taken at other institutions have no impact on a student's grade point average at Siena Heights University.

Exception: Any student wishing to repeat a Siena Heights University course with a transfer course must have the written permission of the program chairperson and the registrar to repeat this course at another accredited university. It is the responsibility of the student to place this written permission on file at the Registrar's Office before registering at the other institution. *Students are limited to no more than one (1) transfer repeat course. Transfer courses do not replace any Siena Heights University course in the calculation of overall grade point average for the major or for a degree.*

Students may elect to improve their grade point average at Siena Heights University by repeating any course with a poor grade that they have taken at Siena Heights University. The original course and grade will permanently be reflected on the student's record. If the course is repeated, the statement \*Repeated\* will show on the permanent transcript. The course that replaces the original entry will also show on the permanent transcript with the statement \*Replaces a Course\*. The credit and honors points for this course can only be counted once. Example: The student originally takes ENG101 and earns a D grade. The student repeats ENG 101 the next session and earns a C grade. That student's transcript, at the end of the 2nd session, will reflect a repeat statement below the course in the first session and a replaces statement in the 2nd session. The credit can only be earned one time and calculated one time. The C grade will be the entry calculated in the cumulative grade point average.

## Incomplete Grades

An Incomplete is a temporary grade which the instructor may give to a student for extenuating circumstances such as illness, death in the family, necessary absence, or other reasons beyond the student's control which prevent satisfactory completion of the course requirements by the end of the session. The Incomplete should only be issued when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without attending regular class sessions. It is the student's responsibility to complete all course work independently, without re-enrolling in the course. This grade should not be given as a substitute for a failing grade or failure to submit work through negligence.

The issuing of an Incomplete grade ("I") on a final grade roster by a faculty member must be accompanied by the Request for Incomplete Grade form filed electronically. Request for Incomplete Grade forms are available as part of Web grading.

A grade of "I" must be removed by the instructor who issued it or, in exceptional circumstances, by the program coordinator or division chairperson. The unfinished course work must be completed independently by the conclusion of the following session, excluding summer sessions - or a shorter period of time as designated by the instructor. Make-up of Incomplete forms are available through the Registrar's Office, at any site office, or on the Registrar's Office Web site. The instructor must complete and submit this form for processing by the Registrar's Office. The Registrar's Office is the only office that is able to record the make-up of incomplete on the student's permanent academic record.

The Make-up of Incomplete form, indicating the student's final grade must be submitted to the Registrar's Office no later than the conclusion of the following session, excluding summer sessions. If the Registrar's Office does not receive the Make-up of Incomplete form, the incomplete will automatically be converted to the pre-assigned letter grade indicated by the instructor. If no letter grade was pre-assigned, the incomplete will automatically be converted to an "E" or "NC," depending on the grading system selected by the student, in which case the student would need to register for the course again and complete the course as a "repeat" to receive credit.

Extensions are only granted for serious reasons and will be limited to one additional session. Extensions must be requested in writing and approved by the course instructor and the Registrar. A longer extension may be granted in exceptional cases, only when the instructor and the appropriate Dean agree. The extension approval must be on file in the Registrar's Office prior to the conversion of the initial incomplete.

## Credit/No Credit Grading

The Credit/No Credit option (CR/NC) for undergraduate students allow a student to take a course without earning a letter grade. Instead, a grade of CR (credit) or NC (no credit) will be assigned. These grades have no effect on a student's grade point average.

This policy is governed by the following rules:

1. No course required for a major or minor may be taken on a CR/NC basis. This includes any and all cognates required by the program (See below for specific exceptions).
2. No more than 8 credit hours of CR/NC work may be taken by any student earning a baccalaureate degree. No more than 4 credit hours of CR/NC work may be taken by any student earning an associate degree. These totals will include all NC grades.
3. The deadline for electing the CR/NC option is the beginning of the third week for 15-week courses. The deadline for electing the CR/NC option will be prior to the second class meeting for Saturday courses and courses which meet for 8 weeks.
4. Students who wish to choose the CR/NC option for a class will do so through the Registrar's Office, and not through the instructor. Instructors will assign letter grades to all students and the system will convert the grade to credit or no credit. The CR grade will be used for the letter grades A, B, and C. The NC grade will be used for the letter grades of D and E.
5. Once a course has been elected using the CR/NC option, no other grading option will be possible.
6. Specific exceptions include courses offered only on a CR/NC basis, and do not count toward the limitations listed in 1 and 2 above.
7. Any exemptions from any part of this policy can be made only by the appropriate Dean. Students seeking any exemption must do so in writing to the Dean.

**For Graduate Students:** Credit (CR) is equal to a letter grade of A or B but is not used in the calculation of the graduate student's grade point average. No more than six (6) credit hours of a CR option may be applied toward the Master of Arts degree. No Credit (NC) is equal to a letter grade of C or below and is not used in the calculation of the grade point average. A no credit (NC) grade is not acceptable toward the Master of Arts degree.

## Auditing a Course

1. An auditor is a student enrolled in a course for which he or she will receive neither grade nor credit.
2. The auditor is permitted to attend the class but is not required to submit assignments or take examinations.
3. Only part-time students may audit courses.
4. Audit tuition charges are stated each session at [www.sienaheights.edu](http://www.sienaheights.edu) under Tuition and Fees.
5. Students may not receive financial aid for Audit courses.
6. Audit registrations may be converted to credit registrations not later than the last day to add a class during the session or sub session in question. To convert from audit to credit the student must:
  - a. Be admitted by the Office of Admissions or appropriate site.
  - b. Pay the differential between audit tuition and credit tuition at the time of the conversion from audit to credit.

For graduate students, an Audit (AU) indicates no credit earned and no grade points awarded. An AU is utilized when course requirements extend beyond the session of initial registration.

## Transfer Credit

All documentation, except as otherwise specified by University policy, submitted to Siena Heights University for the purpose of determining the acceptance of credit will be evaluated as follows:

1. Accepted credit will be determined by the Registrar. Such credit will be transcribed and will be applicable toward the elective credit required for the degree and, where found applicable, toward the Liberal Arts requirements or major requirements.

2. Accepted credit will be determined only from "Official Transcripts" and other appropriate documents.

Official Transcript definition:

- a. Issued to Siena Heights University and sent directly from the issuing institution to Siena Heights University.
  - b. Issued to Siena Heights University and sent directly from a third party transcript service; i.e. Parchment.
  - c. Hand-carried in a University-sealed envelope from the issuing institution to the Admissions' Office or Registrar's Office and opened by a designated University official.
    - i. Including Academic Advisors from CPS site locations.
    - ii. Including Admission or Registrar staff at the Adrian location.
    - iii. Including designated Graduate College officials.
3. A course for which the grade point is less than a 2.0 on the grade point scale will not be accepted by Siena Heights University unless that credit:
    - a. has been included within an associate degree awarded by an institution other than Siena Heights University.
    - b. has been earned at the institution awarding the associate degree.
    - c. is part of a baccalaureate degree.

For example, a course for which a "C-" grade has been earned and for which that grade has been defined as a 1.70 will not be accepted.

4. All accepted credit, which may be applicable, will be subject to further evaluation by the chairperson in whose department/program a major or minor will be completed. Some programs will not accept "D" grades in transfer to their major or minor.
5. Completion of any course, either at Siena Heights University or at another institution, which duplicates a course or courses previously accepted in transfer will result in the loss of the transfer credit accepted.
6. Siena Heights University does not issue transcripts until the first letter grade at Siena Heights has been recorded.

## **Technical Training Transfer Credit**

Transfer credit for Allied Health and Technical Training from programs not accredited by North Central or another regional accrediting body will be approved for a Bachelor of Applied Science degree major if all the following apply:

1. The credit award is at least thirty-five credit hours.
2. A program was completed as defined by the sponsoring school.
3. The program can be documented by an official transcript or a detailed letter from the school administration.
4. Competence can be demonstrated by professional licensure or registry, or the successful completion of a standardized entry-level examination (if applicable to field of study).
5. Documentation for two years of relevant work experience, within the past four, can be secured.
6. Students may not use any credits from this award for Prior Learning credit.

## **Transfer Credit Limitations for Undergraduate Students**

A student may transfer between 90 – 110 credit hours toward a bachelor's degree from other accredited institutions and/or technical training as described above. Within the 90 – 110 hours of transferable credit toward the bachelor's degree, there is a maximum of:

- 4 credit hours of physical activity courses
- 6 credit hours of developmental courses
- 18 credit hours of Prior Learning credit

24 credit hours of Cooperative Work Experience  
36 credit hours of College Level Examination Program (CLEP)

## **Transfer Credit Limitations for the Graduate College**

A maximum of 25% of total graduate credit-hours required to complete a master's degree at Siena Heights University may be transferred from graduate programs at other institutions. In rare and unusual circumstances, students may petition the Graduate Council to transfer in more than 25% of those credits. The authority to grant such exceptions rests solely with the Graduate Council.

The primary criteria for the acceptance of credits to be applied toward the Master of Arts degree are the timeliness and appropriateness of the credits and course descriptions for the respective graduate program requirements. Course work will be accepted for transfer if it is directly equivalent to courses required in the degree plan. Credits accepted for transfer toward the Master of Arts degree must be equivalent to courses 500 level or above offered at Siena Heights University and have a grade of "B-" (3.0 on a 4.0 grade point scale) or better. Transfer credits must have been earned within the time limitation of the student's graduate work for the degree.

The student is responsible for providing the official transcript and the syllabus for each course to be considered for transfer credit. In rare circumstances, when the syllabus is not available, a course description from the catalog may be accepted. The authorization and application of the accepted credits toward the degree are made after the student has completed a minimum residency of nine (9) credit-hours of graduate credit at Siena Heights University. The credit accepted for transfer is determined by the respective program director. Credits accepted from other institutions for the purposes of teacher certification (and not for the Master of Arts degree) are not posted to the Siena Heights University graduate transcript.

The Education student who has successfully completed a graduate-level research course, which is approved for transfer to the Siena Heights University transcript, may be required to enroll in TED 602 Research And Professional Writing In Education on an audit basis (one-credit-hour of tuition) prior to registration for GRS 694 Thesis/Project Seminar. Enrollment in TED 602 is intended to enable the student to develop the required thesis/project proposal.

## **Graduate College Credit for Special Offerings through Intermediate School Districts**

Occasionally, workshops and seminars sponsored by school districts and organizations are approved for graduate credit through Siena Heights University as a result of a formal evaluation of the proposed courses. Workshop participants do not need to undertake the application process unless they have completed nine (9) credit-hours of graduate study at Siena Heights University. The materials for registration are provided at the first session of each offering. Graduate students enrolled in degree programs or certification programs should consult with their advisors or program directors before registering for credit to ensure that the credit is applicable to the student's purposes and degree program. Students who begin a graduate program having accumulated credits for special offerings are not guaranteed that the credits will apply toward the Master of Arts degree or for teacher certification purposes. A maximum of nine (9) credit-hours of graduate study earned through special offerings may be applied to a graduate degree.

## **Michigan Intercollegiate Graduate Studies (MIGS) Program**

The MIGS program is a cooperative inter-institutional arrangement that permits graduate students to take advantage of educational offerings available at other participating institutions but not available at their own. Graduate students who are in good standing in a degree program are eligible to elect courses at several schools in Michigan with the approval of the faculty at both the host and home institutions. Courses must be approved in advance of enrollment by the graduate student's advisor or program director and the MIGS liaison officer at both the host and home institutions. Admission by the host institution is contingent on the availability of space and resources. Additional information is available in the Graduate College office.

## Grade Appeals

When a student has verifiable evidence that a final grade for a course may be questionable, the following procedure for appealing that grade shall be followed. The Director of Advising or appropriate site director may assist the student or other parties at any stage. Other third parties (e.g. lawyers, parents, friends) are not permitted to participate in any meetings regarding grade appeals, unless this is mutually agreeable to the student and whichever faculty are involved in the process. The appeal process must be initiated no later than six months after the final grade is recorded. Only the faculty member who issued the grade originally may change the grade. Students entered into the grade appeal process should expect a response, at each level, within 14 calendar days.

1. The student writes a detailed appeal to the faculty member who issued the grade. The student and faculty member discuss the issue. The faculty member writes a response, either supporting or denying the appeal. If the appeal to the faculty member is denied, the next step in the process may be taken.
2. The student writes an appeal to the program coordinator/director and the division chairperson or appropriate site director. The faculty member involved will be advised by the division chair or appropriate site director that the appeal process is continuing. The division chair or appropriate site director will write a response to the appeal. If the appeal is still denied, the final step in the process may be taken.
3. The student writes an appeal to the Dean of the appropriate College. All persons involved to this point will be advised by the Dean that the appeal process is continuing. The appropriate Dean will write a final response to the appeal.

## Grade Changes

A request to change a grade may be made only by the instructor, by completing the Change of Grade form available in the Registrar's Office, any site office, or on the Registrar's Office web site. The grade may be changed if the first grade recorded was in error. The Change of Grade form must be submitted certifying the reasons why the first grade was in error. The instructor or an appropriate school official must then submit the Change of Grade form to the Registrar's Office, no later than one session, excluding summer sessions, after the end of the session for which the grade was recorded. In the event of suspension, a suspension appeal and a grade appeal may occur concurrently with the suspension continuing until the grade appeal is resolved.

## Dean's List

To qualify for the Dean's List a student must:

1. Be classified as a full-time undergraduate student. A full-time student is defined as one who is registered for twelve or more credit hours of Siena Heights University credit during one session.
2. Earn during the appropriate session not fewer than twelve credit hours of letter graded Siena Heights University credit and a grade point average (GPA) of 3.50 or better. The grade point average will be computed only upon earned grades of A, B, C, D, E and WE.

For purposes of determining eligibility for the Dean's List:

1. All "I" and "IP" grades will be calculated as if they were "E" grades. The grade of "CR" will be excluded from the GPA calculation.
2. Courses taken concurrently at other institutions will be excluded from consideration.

The Dean's List is prepared only for students enrolled during the fall and winter sessions. The Dean's list is a "frozen" picture of a student's record at a particular time. Changes to a student's record after this particular time will not change the list or letters issued by Siena Heights University.

## Academic Achievement List

To qualify for the Academic Achievement List a student must:

1. Be classified as a part-time undergraduate student. A part-time undergraduate student is defined as one who is registered for not more than eleven credit hours of Siena Heights University credit during one session.
2. Earn during the appropriate session (or concurrent eight-week sub sessions) not fewer than six and not more than eleven credit hours of letter graded Siena Heights University credit and a grade point average (GPA) of 3.50 or better. The grade point average will be computed only upon earned grades of A, B, C, D, E and WE.

For purposes of determining eligibility for the Academic Achievement List:

1. All "I" and "IP" grades will be calculated as if they were "E" grades. The grade of "CR" will be excluded from the GPA calculation.
2. Courses taken concurrently at other institutions will be excluded from consideration.

The Academic Achievement List is prepared only for students enrolled during the fall and winter session (or during concurrent eight-week sub sessions). Changes to a student's record after this particular time will not change the list or letters issued by Siena Heights University.

## University Honors for Baccalaureate Degree Recipients

University honors are recognized at the time of graduation for superior academic achievement.

1. University honors are awarded only at the time the baccalaureate degree is granted.
2. To be considered for university honors a student must have earned a minimum of ninety (90) credit hours in graded courses at post-secondary institutions which are authorized by the appropriate state agency to offer either an associate or a baccalaureate degree. Transfer credit from post-secondary institutions which are not authorized to offer either an associate or baccalaureate degree cannot be considered in the computation of university honors. Examples of such credit are:
  - a. Hospital-based allied health programs in medical technology, respiratory therapy, and nursing.
  - b. Electronic, mechanical, and other engineering technology programs completed at proprietary institutions not authorized to grant associate or baccalaureate degrees.
3. University honors will be computed on all work attempted at Siena Heights University and on all work attempted at all other degree-granting institutions from which transfer credit is accepted. This means that all "D" and "E" grades which were reflected on the student transcript, but for which credit was not accepted by Siena Heights University, will be computed in university honors. A student can choose, however, not to have transfer credit accepted by Siena Heights University. If the student chooses not to have transfer credit from a designated institution accepted by Siena Heights University, none of the credit earned at that institution will be accepted by Siena Heights University or used in the computation of university honors.
4. University honors will be computed on the grades of A, B, C, D, and E. Grades of Credit/No Credit and Pass/Fail will be excluded from the university honors computation. The grading scale established by each institution from which transfer credit was accepted will be the scale used in computing university honors on course work taken at that institution. Because Siena Heights University has a 4.00 grade scale (A=4.00, B=3.00, C=2.00, D=1.00 and E=0.00), grade points can only be computed using that grade scale. Thus, a three (3) credit hour course for which the student received an "A-" will be assigned 12 quality points (3 credit hours x 4.00 = 12). Other institutions may use different grade scales, thus, a three (3) credit hour course for which an "A-" is specified as a 3.70 will be assigned 11.1 quality points (3 credit hours x 3.70 = 11.1)
5. Credit earned by means of the Michigan Occupational Competency Assessment Examination, Employer Work Experience Evaluation, Prior Learning Credit and The College Entrance Examination Board's College Level Examination Program and Advanced Placement Program, will not be included in the computation of university honors.
6. International transcripts are not calculated for University Honors.
7. To graduate with university honors, a student must earn the following cumulative grade point average:

Summa Cum Laude     3.90+

Magna Cum Laude     3.70 – 3.89

## Athletic Eligibility

Siena Heights University as a member of the National Association of Intercollegiate Athletics (NAIA) enforces the following academic standards for athletic eligibility:

1. A student-athlete must be enrolled for 12 or more credit hours each session he/she participates in inter-collegiate athletics.
2. A first-time entering freshman student-athlete must meet two of the three entry level requirements and pass NAIA review:
  - a. A score of 15 on the ACT taken prior to the Fall of 1989 or a score of 18 on the Enhanced ACT taken October 1989 or later or a score of 860 on the SAT taken after April 1, 1995, and/or
  - b. An overall high school grade point average of 2.00 on a 4.00 scale and/or
  - c. Graduation in the top half of the student's graduating class.
3. A student-athlete must complete a minimum of 24 credit hours each academic year. (Summer hours may be included.)
4. First-time freshmen athletes must pass 12 credit hours and achieve a 1.75 GPA to retain their eligibility for second session. These same students must have a 2.0 at the end of their freshman year along with passing at least 24 credit hours to participate in athletics their sophomore year.
5. Courses taken at Siena Heights University which repeat courses previously taken at either Siena Heights University or at other institutions and for which credit was earned will not fulfill the requirement for the 24 credit hour eligibility rule or the 12 credit hour eligibility rule.
6. There are a number of other NAIA regulations that regard transfer students, session of eligibility, etc. Contact the athletic director for additional information.
7. Athletic eligibility is jointly determined each session by the athletic director, the NAIA faculty representative, and the Registrar.
8. Transfer student-athletes are required to have a cumulative grade point average (GPA) of 2.00 on all hours attempted at all previous institutions in order to be eligible their first session at Siena Heights University. If they do not have a 2.00 cumulative GPA at the time they matriculate at Siena Heights University, they must earn a minimum 2.00 cumulative GPA on at least 12 hours at Siena Heights University before they can be eligible.
9. It is the student-athlete's responsibility to determine if he/she is in compliance with athletic eligibility requirements.

## Academic Probation & Suspension Criteria (Undergraduate Students)

1. For the purposes of Academic Probation and Suspension Criteria, a session is defined as an official term in which the student is enrolled. Official terms are Summer, Fall, and Winter.
2. Academic probation is based on the grade point average (GPA) of coursework at Siena Heights University (SHU). The grade point average required to remain in good standing increases as the number of hours toward a degree at SHU accumulates, including all transfer credit hours.
3. Academic performance may also affect eligibility for federal and state financial aid. Please contact the Financial Aid office for additional information.

## Probation

Students will be placed on probation and notified of their status by the Academic Review Board if:

- The student's SHU cumulative GPA does not meet the following levels toward their **bachelor degree requirements** (hours include all transfer credit):

- After 15 hours, 1.75 SHU GPA
- After 36 hours, 1.9 SHU GPA
- After 60 hours, 2.0 SHU GPA
- The student's SHU cumulative GPA does not meet the following levels toward their **associate degree requirements** (hours include all transfer credit hours):
  - After 12 hours, 1.75 SHU GPA
  - After 24 hours, 1.9 SHU GPA
  - After 36 hours, 2.0 SHU GPA
- The student fails to succeed in at least 2/3 of attempted cumulative credit hours.

Students on Academic Probation must meet the conditions of their probation as established by university administrators.

## Suspension

A student may only remain on probation for two consecutive sessions. At the end of the third consecutive session the cumulative GPA must reach the level indicated above or the student will be notified of their suspension by the Academic Review Board. Suspended students must remain out of residence for a minimum of one full academic session.

## Reinstatement from suspension

A student may seek reinstatement after serving a suspension of at least one full academic session. Students must submit a *petition for reinstatement* to the Academic Review Board at least one calendar month prior to the session the student desires to return. In addition, a student must also submit the *Application for Readmission* to the Adrian campus Office of Undergraduate Admission or to the appropriate Graduate and Professional Studies site in tandem with the *petition for reinstatement*. Reinstatement petitions may be submitted electronically to [academicreviewboard@sienaheights.edu](mailto:academicreviewboard@sienaheights.edu).

The *petition for reinstatement* must be submitted in a typed format on a single page as an attachment. There is no guarantee that the petition will be successful. The petition must contain the following information:

- Identification in the form of your name, phone number, address, email, student ID.
- A clear explanation of the circumstances that contributed to poor academic performance.
- A clear explanation of the specific strategies you would adopt (if reinstated) to address the circumstances that contributed to poor academic performance.
- A clear statement of your academic goals for the session for which you are requesting reinstatement.
- A statement of the academic session you would like to return (if reinstated).

Additional information may include:

- Applicable documentation of any previous extenuating circumstances, such as letters of support from physicians, counselors, advisors, hospital records, pertinent legal documents, etc.
- Any evidence of academic success from other institutions that occurred since the suspension.

## Dismissal

If reinstatement is granted to a student after a suspension, he/she will be placed on probation, and must attain a cumulative GPA in accordance with the schedule defined above for bachelors and associate degrees. If the student fails to reinstate good standing within the first two sessions after reinstatement and readmission, the student will be dismissed from Siena Heights University for a period of at least two full years. Reinstatement after dismissal follows the same process as the reinstatement after suspension outlined above. Reinstatement following a dismissal can occur no earlier than two years from the date of the student's dismissal. A student will be subject to current probation guidelines when granted a return from dismissal.

## **Academic Probation & Suspension Criteria (Graduate Students)**

Determining probation and/or suspension status is reviewed at the end of each official session. Students admitted on-condition who do not earn a grade of B or better in any course may be held to the standards communicated within their admissions acceptance letter.

### **Probation**

When a graduate student earns a letter grade of "C" in any course, the result is probation. The academic progress of a graduate student on probation will be monitored by student's academic advisor for no less than the next six (6) credit hours. While on academic probation, a student may be required to take GRS 598, which is intended to strengthen academic skills. Once the student's GPA has risen to at least a 3.0 by repeating courses until a grade of a "B-" or better is earned in each course, the student's status may be upgraded to regular academic status.

### **Suspension**

A graduate student who is placed on academic suspension is informed in a letter from the Dean, of deadlines and procedures for an appeal of the suspension. All suspensions last at least one (1) academic session (i.e., fall, winter, or summer). Graduate College official sessions are Summer, Fall, and Winter. During suspension, the student must submit a written appeal to the Dean for reinstatement. Written appeals must be received within one (1) month of the onset of the suspension. Upon the timely receipt of a request for reinstatement, the Dean will ask the Academic Suspension Subcommittee of the student's respective program to review the appeal letter and relevant evidence and to make a recommendation to the Graduate Council. The Graduate Council reviews the request and makes a decision regarding reinstatement within a reasonable time frame so the entire appeal process does not exceed one full 16-week session after the notification of suspension. The Graduate Council may vote to dismiss a student, may reinstate the student, or may delineate conditions for reinstatement. A student who is suspended a second time will be dismissed from the University permanently with no opportunity for appeal.

International students should recognize that suspension may have serious consequences in relation to their immigration visa status. International students facing suspension should immediately contact both the International Office and their Graduate College advisor.

Graduate Assistants in Athletics should be advised that a suspension may affect the status of their assistantship. Students should work closely with the Dean of Students if they experience a suspension.

### **Academic Progress**

Satisfactory academic progress includes the maintenance of at least a 3.0 cumulative grade point average (GPA). A graduate student whose cumulative GPA falls below 3.0 or who receives a grade of "C" in any course is placed on academic probation for the next six (6) credit hours. In addition, a graduate student whose GPA falls below 3.0 more than one session, or receives more than one (1) grade of "C" in any course, is automatically suspended from the program and is therefore ineligible for graduation. A graduate student who receives an "E" is suspended from the program.

### **Students Applying for or Receiving Veterans Benefits**

The State Approving Agency (SAA) has imposed the following requirements on Siena Heights University in order for students to receive veteran's benefits.

1. Satisfactory Grade (Cumulative GPA & Probation):  
All students receiving veteran's benefits must comply with the Academic Probation and Suspension guidelines of the University. A student who is placed on probation may not be continued on probation more

- than two sessions in order to raise the cumulative GPA to that required for graduation and come off probation. If the student fails to come off probation, the U.S. Department of Veterans Affairs (USDVA) will be notified electronically.
2. **Withdrawal and Last Date of Attendance:**  
The veteran's certification office will inform the USDVA of any change in credit hours and dates of attendance.
  3. **Credit for Previous Training:**  
All students who are requesting veteran's benefits when enrolling at Siena Heights University will be given credit for previous training, where appropriate. The total length of the training program will be reduced proportionately. The student and the USDVA will be advised in writing of the credit given to the student and the appropriate reduction in the total length of the program. All students receiving veteran's benefits must have transcripts and other documents showing credit for previous training on file in the Registrar's Office by the end of the first session of enrollment. Failure to do so will result in no further certification for veteran's benefits until those transcripts have been provided.

## **Add/Drop/Withdrawal Policies and Instructions**

### **On-line Registration Module**

The terms "drop" and "withdrawal" both refer to unregistering from a class. A course that is dropped during the published drop date will not appear on the student's transcript, but a course from which a student withdraws after the published drop date will be recorded on the transcript with the notation 'W'. A notation of 'W' does not have any impact on a student's grade point average.

Students should be aware that dropping or withdrawing from a course may impact satisfactory academic progress to the completion of their degree. Please refer to the *Satisfactory Academic Progress Policy*.

1. Before the session begins a student can choose to drop or add a course using the On-line Registration Module. This module is on the University's Web site at <https://mysiena.sienaheights.edu/ics>.
2. If the class is closed or full, Adrian campus students must contact the faculty member teaching the course. The faculty member must grant the student permission to register via the on-line system for the closed or full class. For off-campus courses, the student will need to contact the Center directly.
3. Students are not allowed to withdraw from all courses via the On-line Registration Module at any time. To withdraw from the University, students must contact the Director of Advising, Director of Retention, or the Associate Director of Advising and Registration.
4. For the Adrian campus, the On-line Registration Module remains open to drop/add through the first week of courses. After the first week, students must follow the withdrawal procedure stated below for dropping a course.

### **Withdrawal Policy**

Withdrawing from a course may be student or university initiated. Any withdrawal from a course, for whatever reason, may affect a student's eligibility for financial aid.

### **Withdrawal Types**

#### **Student Initiated Drop**

- A student may drop one or more courses during a brief period during the beginning of a session (dates will be posted for each format). Any courses dropped during this period will not appear on the transcript.

## Student Initiated Withdraw

- Official (student initiated withdraw) – A student begins the withdrawal process or otherwise provides official notification of intent to withdraw.
- Students may withdraw from a course during the first 70% of the course and receive a "W" for the course on his/her transcript.

## University Initiated Withdrawal-Administrative Withdrawal

- Unofficial (university initiated & administrative withdrawal) – Official notification not provided by the student because of circumstances beyond the student's control, expulsion and all other instances where a student withdraws without providing official notification

A student may be administratively withdrawn from a course if:

- The student has not officially withdrawn from course(s) and has been reported as not attending or engaging for a period of fourteen (14) days. The date of administrative withdrawal is based on the last day of the student's academically-related activity.
  - Academically-related activities include but are not limited to:
    - Physically attending a class where there is opportunity for direct interaction between the instructor and the students.
    - Submitting an academic assignment.
    - Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction.
    - Attending a study group that is assigned by the school.
    - Participating in online discussion about academic matters.
    - Initialing contact with a faculty member to ask a question about the academic subject studied in the course.
  - Academically related activity does NOT include:
    - Living in institutional housing.
    - Participating in the school's meal plan.
    - Logging into an online class without active participation.
    - Participating in academic counseling or advisement.
- The student has received a student conduct sanction during a session which would prevent the student from completing the session or sub session.
- The student is a threat to him/herself or others or the student is causing significant disruption to the university community.

Students who are administratively withdrawn as a result of non-attendance or lack of defined academic engagement will receive a grade of "WE" on his/her transcript.

The University may identify a "W" on the student transcript at any point following the published drop period through 70% of the academic term for documented medical or compassionate reasons. Following the 70% point of the academic term, any approved medical or compassionate withdraw should be identified as an incomplete, "W", or posted grade.

## Leave of Absence

- Leave of Absence Related – A student takes an unapproved leave of absence or does not return from an approved leave of absence. Please refer to the *Leave of Absence Policy* or contact the Registrar's Office for additional information.

## Procedures for Add/Drop and Withdrawal

### **Traditional Method of Drop/Add**

1. Obtain a drop/add and withdrawal form from MySiena or the Registrar's Office, SHH 207.
2. Fill out class department, number, section, course title.
3. Obtain all signatures of approval.
4. Return form to the Registrar's Office for processing.

*No grounded courses can be added after the first week of class without a formal petition and following the Traditional Method of Drop/Add above. No blended or online courses can be added after the first week of class.*

### **Dropping and/or withdrawing from Grounded Courses after the first week of class**

1. Obtain a drop/add and withdrawal form from MySiena or the Registrar's Office, SHH 207.
2. Fill out class department, number, section, course title and the last date of attendance (LDA) or engagement for instructor to verify.
3. Obtain all signatures of approval. The instructor will verify LDA records at this time and update if needed.
4. Return form to the Registrar's office in SHH 207 for processing.

### **Dropping and/or withdrawing from Blended and/or Online Courses after the start of the session**

1. The Drop/Add and Withdrawal form is not applicable to blended and/or online courses.
2. Student should e-mail / phone his or her academic advisor or the Associate Director of Advising & Registration the intent to drop and/or withdrawal from class(s).
3. Student should communicate the last date of engagement in the class(s). This date will be verified with the instructor(s).
4. The Associate Director of Advising & Registration will verify all information and complete the drop and/or withdrawal and notify the following:
  - a. Registrar's office
  - b. Financial Aid
  - c. Student Accounts
  - d. Student
  - e. Advisor

### **Other Conditions**

1. Add/Drop and Withdrawal dates for each session are published in the academic calendar.
2. Students should contact their site location to determine if they can add an 8-week course once the session or sub session has begun. On the Adrian campus, permission of the instructor will be needed for any closed courses.
3. Directed and Independent Studies will follow the same guidelines for add/drop/withdrawal unless permission is granted by the Academic Dean.
4. Accelerated courses and other specially scheduled courses may be dropped on or before the day after the second-class meeting. Eight-week blended and completely online courses may be dropped by the Friday of the first (1st) week of the course.
5. A course dropped during the published drop period will not appear on the transcript.
6. Undergraduate students must carry a minimum of 12 hours within their degree program to be eligible for full-time financial aid.
7. Up until their last session, student-athletes carry 12 hours each session (except summer). It is the student-athlete's responsibility to determine if he/she complies with athletic eligibility requirements. Please see the university's *Athletic Eligibility Policy*.
8. Students must carry a minimum of 12 hours or gain permission to be eligible to live in the residence hall.
9. International students must abide by all USCIS regulations for F-1 students and abide by the "INSTRUCTION TO STUDENTS" as detailed on page 2 of the I-20.

10. The Registrar and/or the appropriate Dean must approve exceptions to any of the above policies.

## **Faculty Responsibility for Attendance, Notifications, and Records**

Faculty members will state their attendance policies clearly in the course syllabi and announce them at the beginning of each session or sub session.

Siena Heights University expects students to attend all regularly scheduled classes for instruction and examination. When a student is absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments.

The decision to permit or not to permit students to make up work that is required in any missed class resides with the instructor.

## **Degrees, Programs & Policies**

### **Graduate College Degree Requirements and Restrictions**

Graduate courses are typically scheduled from 8-weeks to 16-weeks in length and utilize a variety of formats: traditional classroom, blended (mixture of classroom and online), and totally online. The Organizational, Health Care, and Higher Education Leadership programs are offered totally online and in hybrid formats on the Adrian campus. The Graduate College has three (3) sessions: fall, winter, and summer. All three (3) sessions are broken into two sub-sessions: fall 1 and fall 2; winter 1 and winter 2; and summer 1 and summer 2.

All graduate programs are based on professional competencies recognized by external authorities. The Education Program complies with standards set by the Michigan Department of Education. The Clinical Mental Health Counseling program complies with standards set by the Michigan Board of Counseling.

In addition to coursework, the master's degree programs in Clinical Mental Health Counseling, most concentrations in Education, and the Health Care Leadership program, require at least one three-credit-hour practicum or internship.

### **Canvas Student Orientation Requirement**

It is important that the student familiarize themselves with the Graduate College website at [https://mysiena.sienaheights.edu/ICS/Departments\\_and\\_Offices/Graduate\\_College/](https://mysiena.sienaheights.edu/ICS/Departments_and_Offices/Graduate_College/). Please refer to Important Documents on the left side of the page. Part of becoming familiar with the website also involves becoming familiar with the Canvas Learning Management System (LMS). New students completing online coursework are required to complete the Canvas Student Orientation. Begin by:

1. Go to <https://mysiena.sienaheights.edu/ics/>
2. Select *Canvas Homepage* under My LMS Courses (right-hand side of page)
3. Under the Canvas Dashboard (left-hand side of page), select *Student Orientation*.
4. If a student experiences any difficulty logging on to MySiena, gaining access to courses, or accessing the orientation, please call the IT Help Desk at 517-264-7655.

### **Degree Planning and Advising**

Following acceptance, part of the admissions process involves students and advisors developing a degree plan. This degree plan outlines the sequence of courses that the student will take. The degree plan takes into account which terms courses are offered, how many courses a student intends to take every year, and options if modifications to the plan are necessary. Because the degree plan is a tentative plan, the student is expected to initiate a meeting with the advisor to revise or make needed changes to the tentative degree plan.

## **Time Commitments**

Most three (3) credit-hour graduate courses require students to attend live class sessions for a total of 10.5 to 42 hours and require an additional 50 – 150 hours of out-of-class and/or online learning activities, or 5 – 12 hours per week. Thus, part-time students are encouraged to take no more than two (2) courses per sub-session. Experience has shown that students who are working full-time should plan on taking at least two (2) years to complete the 36-credit-hour master's degree programs in Education and Leadership, and should plan on taking at least three (3) years to complete the 60-credit-hour master's program in Clinical Mental Health Counseling.

## **Benefits of the Graduate College at Siena Heights University**

The University's master's degree programs offer: high academic quality; convenience in terms of location, schedule (night and weekend classes), and format (traditional, face-to-face, partly or totally online); highly qualified and experienced faculty; affordable price; convenient parking; small class sizes; free academic advising and career counseling; free use of the library, including inter-library loan (technology fees are assessed every session for use of computing and technology resources on all campuses).

All of the facilities and services on the Adrian campus are available to graduate students from all of the university's locations. These facilities include: the library, computing resources (including the internet and e-mail), the counseling center, the career planning and placement center, the campus store, campus ministry, campus security, the health clinic, the residence halls, and the Fieldhouse.

## **Identification Cards**

Students are required to have a Siena Heights University Identification Card if they wish to use the Adrian campus library or the computer center. ID cards may be obtained in the Office of Residence Life at no charge for the original card.

## **Baccalaureate Degree Requirements and Restrictions**

It is the responsibility of the student to make sure he/she has completed all of the requirements for a Baccalaureate degree from Siena Heights University. Academic advisors are assigned to guide students toward the successful completion of the degree.

### **A. Degree Requirements**

1. Total Credit Hours and Grade Point Average
  - a. Completion of a minimum of 120 credit hours.
  - b. A minimum 2.00 ("C") grade point average for all university or college-level courses used for the degree. Some majors may require a higher GPA within the major.
  - c. Transfer students must also maintain at least a 2.00 average for all credit hours attempted at Siena Heights University.
2. Residency Requirements
  - a. Completion of a minimum of 30 credit hours at Siena Heights University.
    - i. The residency requirement may be completed at the Adrian Campus, The Henry Ford College Center, the Jackson College Center, the Kalamazoo Valley Community College Center, the Kellogg Community College Center, the Lake Michigan College Center, the Lansing Community College Center, the Metropolitan Detroit Program, the Monroe County Community College Center, the Online Learning Program, or any combination of the above.
    - ii. These credit hours may not include credits earned through cooperative work experience, internships, directed teaching, employer work experience evaluation, prior learning credit, or credit by examination.

- b. Completion of at least 12 of the last 30 credit hours at Siena Heights University except where prior arrangements have been made in writing with the director of the student's major program and the appropriate academic dean.
  - c. Completion of a minimum of 30 credit hours of 300/400 level courses. A minimum of 15 of these hours must be classroom or online credits earned at Siena Heights University.
3. Proficiency Requirements
- a. Students must demonstrate proficiency in mathematics.
  - b. Mathematics proficiency is met by meeting one of the following criteria:
    - i. a grade of "C" or better in any course that satisfies the university's Liberal Arts Requirement in mathematics; or
    - ii. a grade of "C" or better in MAT 102, MAT 104, MAT 106 at Siena; or
    - iii. an ACT mathematics sub score of 23 or above; or
    - iv. passing the mathematics section of the Michigan High School Proficiency Test (HSPT); or
    - v. a passing score on the Siena Heights University Mathematics Proficiency Test (21 out of 26).
    - vi. a score of 50 on the College Algebra CLEP exam.
  - c. Students must demonstrate proficiency in English composition 102 or equivalent with a grade point of 2.0 or greater.

4. Placement Tests

All incoming Siena Heights University first year students will be placed in English based on high school standard test scores, English writing placement and high school transcript evaluation. Students will be placed in mathematics based on a combination of standard test scores and high school transcript evaluation.

5. Liberal Arts

- a. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with fewer than 16 transfer credits at the time they first enroll at Siena Heights University are required to complete the entire 32 credit hours of Liberal Arts requirements.
- b. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with 16-23 transfer credits at the time they first enroll at Siena Heights University are required to complete 31 credit hours of Liberal Arts requirements.
- c. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with 24-55 transfer credits at the time they first enroll at Siena Heights University are required to complete 28 credit hours of Liberal Arts requirements.
- d. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with 56-87 transfer credits at the time they first enroll at Siena Heights University are required to complete 18-19 credit hours of Liberal Arts requirements.
- e. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with 88+ transfer credits at the time they first enroll at Siena Heights University are required to complete 15-16 credit hours of Liberal Arts requirements.
- f. Bachelor of Fine Arts students are required to complete 19-20 credit hours of Liberal Arts requirements.
- g. Associate of Arts, Associate of Science and Associate of Applied Science students are required to complete 13-14 credit hours of Liberal Arts requirements.
- h. Students may double count Liberal Arts courses in their majors and minors and other program requirements.
- i. Students may transfer in all Liberal Arts requirements for the baccalaureate degree except LAS 141 Diversity In Community, LAS 241 Inquiry And Truth, LAS 301 The Adult Learner, LAS 341 Contemplation And Action, LAS 401 Senior Seminar: Integrative

Experience and LAS 441 Justice And Peace. For the College of Professional Studies, students transferring in 60 or more credit hours must complete a philosophy or religious studies course in residence, and also complete LAS 301 and LAS 401 in residence with a grade of 'C' or better.

- j. Transfer courses taken on a quarter system (10-week minimum) that meet other Siena Heights criteria can meet Siena Heights University's Liberal Arts requirement.
- k. Courses taken at Siena Heights University on the 8-week cycle also satisfy the Liberal Arts requirement.
- l. Courses designated in the University catalog as fulfilling Liberal Arts requirements and completed satisfactorily for credit (CR or letter grade) will fulfill Liberal Arts requirements.
- m. Credit earned by means of CLEP, Advanced Placement, Military Service (ACE approved), and Prior Learning Petition will fulfill Liberal Arts requirements providing that such credit has been designated by the appropriate department chairperson or program director as fulfilling Liberal Arts requirements.

6. Major Requirements and Restrictions

- a. All students must complete all the requirements for an academic major.
- b. All majors require a minimum of 30 credit hours with a 2.00 ("C") grade point average. Some programs require a higher grade point average. See program requirements.
- c. Students must complete at least three courses in their major at Siena Heights University. Some majors require more (see major requirements). These courses must be approved by the program director in the major field. This requirement does not apply to students with an inverted major.
- d. Courses taken on a Credit/No Credit (CR/NC) basis may not be included in the major except the following courses: tytr.
- e. Some programs disallow "D" grades in the major. See program requirements.
- f. Some programs have additional requirements. See program requirements.
- g. Siena Heights students may earn a second baccalaureate degree at Siena Heights University by the satisfactory completion of a second major and a second residency.
- h. A maximum of 18 credit hours of Prior Learning credit may be included within the baccalaureate degree. Prior Learning credit may be used as either required or elective credit within a major or minor at the discretion of the department chairperson or program director. Such credit will be transcribed as "CR."

7. Minor Requirements and Restrictions

- a. Students do not need to complete a minor unless they are seeking teacher certification.
- b. All minors require a minimum of 20 credit hours with a minimum of a 2.00 ("C") grade point average.
- c. Courses taken on a CR/NC basis may not be included in the minor.
- d. Some departments disallow "D" grades in the minor. See program requirements.
- e. Prior Learning Credit may be utilized in the minor at the discretion of the department chairperson or the program director. Such credit will be transcribed as "CR."

B. Degree Restrictions

- 1. A maximum of six credit hours of developmental course credit may be included within the baccalaureate degree. Developmental courses may be identified as courses below the college introduction level.
- 2. A maximum of 8 credit hours of elective CR/NC credit may be included within the baccalaureate degree. (The following courses are not included within this 8 credit hour limitation: EDU 480, MAT 295, MAT 296, and MAT 396.
- 3. A maximum of four credit hours of physical education activity courses may be included within the baccalaureate degree. Activity courses may be repeated for credit.
- 4. A maximum of 36 credit hours of College Level Examination Program (CLEP) credit may be included within the baccalaureate degree. This credit does not count toward residency requirements.

5. A maximum of 24 credit hours of cooperative work experience may be included within the baccalaureate degree. Cooperative work experience includes all off-campus experiential learning. This credit does not count toward residency requirements.
6. A maximum of 18 credit hours of prior learning credit may be included within the baccalaureate degree. Prior learning petitions must be approved three months prior to graduation. This credit does not count toward residency requirements.
7. All students must apply for graduation by set deadlines.

## Associate Degree Requirements and Restrictions

It is the responsibility of the student to make sure he/she has completed all of the requirements for an associate degree from Siena Heights University. Academic advisors are assigned to guide students toward the successful completion of the degree.

### A. Degree Requirements

1. Total Credit Hours and Grade Point Average
  - a. Completion of a minimum of 60 credit hours.
  - b. A minimum 2.00 grade point average for all university or college level courses used for the degree.
  - c. Transfer students must also maintain at least a 2.00 average for all credit hours attempted at Siena Heights University. Some majors may require a higher gpa within the major.
2. Residency Requirements
  - a. Completion of a minimum of 18 credit hours at Siena Heights University.
    - i. The residency requirement may be completed at the Adrian Campus, the Henry Ford College Center, the Jackson College Center, the Kalamazoo Valley Community College Center, the Kellogg Community College Center, the Lake Michigan College Center, the Lansing Community College Center, the Metropolitan Detroit Program, the Monroe County Community College Center, the Online Learning Program, or any combination of the above.
    - ii. These credit hours may not include credits earned through cooperative work experience, internships, employer work experience evaluation, prior learning credit, or credit by examination.
  - b. Completion of at least 9 of the last 18 credit hours at Siena Heights University except where prior arrangements have been made in writing with the director of the student's major program and the appropriate academic dean.
3. Proficiency Requirements
  - a. Students must demonstrate proficiency in mathematics.
  - b. Mathematics proficiency is met by meeting one of the following criteria:
    - i. a grade of "C" or better in any course that satisfies the university's Liberal Arts Requirement in mathematics; or
    - ii. a grade of "C" or better in MAT 102, MAT 104, MAT 106 at Siena; or
    - iii. an ACT mathematics sub score of 23 or above; or
    - iv. passing the mathematics section of the Michigan High School Proficiency Test (HSPT); or
    - v. a passing score on the Siena Heights University Mathematics Proficiency Test (21 out of 26).
  - c. Students must demonstrate proficiency in English composition 102 or equivalent with a grade point of 2.0 or greater.
4. Placement Tests
 

All incoming Siena Heights University first year students will be placed in English based on high school standard test scores, English writing placement and high school transcript evaluation. Students will be placed in Mathematics based on a combination of standard test scores and high school transcript evaluation.
5. Liberal Arts

- a. Associate of Arts, Associate of Science, and Associate of Applied Science students are required to complete 13-14 credit hours of Liberal Arts requirements.
  - b. Students may double count Liberal Arts courses in their majors.
  - c. Students may transfer in all Liberal Arts requirements for the associate degree.
  - d. Transfer courses taken on a quarter system (10-week minimum) that meet other Siena Heights criteria can meet Siena Heights University's Liberal Arts requirement.
  - e. Courses taken at Siena Heights University on the 8-week cycle also satisfy the Liberal Arts requirement.
  - f. Courses designated in the University catalog as fulfilling Liberal Arts requirements and completed satisfactorily for credit (CR or letter grade) will fulfill Liberal Arts requirements.
  - g. Credit earned by means of CLEP, Advanced Placement, Military Service (ACE approved), and Prior Learning Petition will fulfill Liberal Arts requirements providing that such credit has been designated by the appropriate department chairperson or program coordinator as fulfilling Liberal Arts requirements.
6. Major Requirements and Restrictions
- a. All students must complete all the requirements for an academic major.
  - b. All majors require a minimum of 30 credit hours with a 2.00 grade point average. Some programs require a higher grade point average. See program requirements.
  - c. Students must complete at least two courses in their major at Siena Heights University. These courses must be approved by the program director in the major field. This requirement does not apply to students with an inverted major.
  - d. Courses taken on a Credit/No Credit (CR/NC) basis may not be included in the major except the following courses: EDU 480, MAT 295, MAT 296, MAT 396, and all PED courses.
  - e. Some programs disallow "D" grades in the major. See program requirements.
  - f. Some programs have additional requirements. See program requirements.
  - g. A maximum of 9 credit hours of Prior Learning credit may be included within the associate degree. Prior Learning credit may be used as either required or elective credit within the major at the discretion of the department chairperson or program coordinator. Such credit will be transcribed as "CR."
- B. Degree Restrictions
- 1. A maximum of six credit hours of developmental course credit may be included within the associate degree. Developmental courses may be identified as courses below the college introduction level.
  - 2. A maximum of four credit hours of elective CR/NC credit may be included within the associate degree. (The following courses are not included within this 4 credit hour limitation: EDU 480, MAT 295, MAT 296, and MAT 396.
  - 3. A maximum of two credit hours of physical education activity courses may be included within the associate degree. Activity courses may be repeated for credit.
  - 4. A maximum of 18 credit hours of College Level Examination Program (CLEP) credit may be included within the associate degree. This credit does not count toward residency requirements.
  - 5. A maximum of 12 credit hours of cooperative work experience may be included within the associate degree. Cooperative work experience includes all off-campus experiential learning. This credit does not count towards residency requirements.
  - 6. A maximum of nine credit hours of prior learning credit may be included within the associate degree. Prior learning petitions must be approved three months prior to graduation. This credit does not count towards residency requirements.
  - 7. All students must apply for graduation by set deadlines.

## **Liberal Arts Learning, Learning Outcomes & Requirements for Undergraduate Students**

## **Liberal Arts Learning**

Liberal Arts Studies helps students understand their relationship to the world and provides them with a foundation for life-long learning. Students encounter the ideals, values, knowledge, skills and capabilities that will enable them to be moral and intellectual leaders in a pluralistic world. Addressing liberal arts is not the purview of any particular program; rather, it is a challenge to the entire academic community.

Siena Heights University cherishes its Catholic and Dominican heritage and expects that its graduates will embody values of these traditions as they are encountered throughout their academic experience. In an atmosphere that fosters excellence, the liberal arts curriculum strives to engage all students in the foundational wisdom of cultures, past and present, to develop the kind of intellectual curiosity, discipline and judgment needed to fulfill their aspirations and to meet their obligations.

## **Learning Outcomes**

### **Liberal Arts Learning**

Students will be conversant with the ideas, content and methods of various Disciplines.

- Students will be able to identify and explain a variety of academic disciplines, identify some of the key individuals who have contributed to these disciplines, and describe the nature of their contributions.
- Students can explain the similarities and differences in methodologies among various disciplines.
- Students can bring insights from various disciplines to the discussion of larger intellectual, social, economic, political and moral issues.

### **Religious Traditions**

Students will reflect on the wisdom of religious traditions in understanding the meaning of life.

- Students will be able to identify sacred narratives and texts, beliefs, practices and moral values associated with some of the world's major religious traditions.
- Students will be able to identify developments in religious doctrines and traditions in various historical-cultural contexts.
- Students will be able to distinguish the different types of questions, methods, norms and sources underpinning religious studies and theology.
- Students will recognize a variety of religious responses to modernity and the scientific revolution including various fundamentalisms as well as more integrative responses.

### **Creativity**

Students will engage in the creative process.

- Students will make studio art or participate in a theatrical or musical performance or write creatively.
- Students will describe, analyze, and demonstrate the creative process.
- Students will take creative risks with self-expression.
- Students will generate a variety of potential solutions to problems.

### **Critical Thinking**

Students will think critically as evidenced by:

- Providing relevant facts to support ideas.
- Assessing the relative importance of ideas.
- Finding similarities and making distinctions.
- Embracing complexities and presenting multiple points of view.
- Evaluating and synthesizing information.
- Exploring big ideas and asking nuanced questions.
- Understanding and explaining cause and effect.

## **Communication**

Students will communicate effectively.

- Students will be able to express ideas, facts and research in comprehensible and grammatically correct written and oral formats.
- Students will be aware of the multiple levels of communication and various media that exist in today's world and anticipate possible emergent media.
- Students will demonstrate an ability to listen to and understand the communication of others.
- Students will demonstrate the ability to write and speak in creative, persuasive and informative modes of expression.
- Students will identify and implement various modern technologies in ways appropriate to respective academic disciplines.

## **Ethical Integration**

Students will examine personal and professional decisions in light of ethical principles.

- Given a situation, students will be able to identify any ethical issues involved.
- Students will be able to suggest an ethical response to an issue and explain the basis for deciding on this response.
- Students will be conversant with various ethical systems and evaluate decisions in relation to those systems including but not limited to the ethical use of technology.

## **Diversity in Community**

Students will understand the diversity and interdependence of cultures.

- Students will be able to recognize important points of convergence and difference among various cultures.
- Students will cultivate an understanding of globalization that recognizes its promising and problematic features.
- Students will explain how an environment of inclusion and respect across social and cultural differences contributes to peacemaking.

## **Social Responsibility**

Students will realize the importance and demands of social responsibility.

- Students will identify social implications of a belief in inalienable human rights.
- Students will promote peace by working for justice and the common good.

Students will learn and apply responsible stewardship of the environment.

## Liberal Arts Requirements, College of Arts and Sciences

	First Time Freshmen	Transfer 16-23 Credits	Transfer 24-55 Credits	Transfer 56-87 Credits	Transfer 88+ Credits	Students receiving a BFA	Students receiving an AA, AS, or AAS
English Composition: ENG 102 or equivalent (2.0 grade or better required)	3	3	3	3	3	3	3
Mathematics	3	3	3	3 or 4	3 or 4	3 or 4	3 or 4
Lab Science	4	4	4				
Social Science	3	3	3	3 or 3	3 or 3	0	3 or 3
Fine/Performing Arts	3	3	3			0	
Religious Studies	3	3	3	3	3	0	3

## Integrated Learning

LAS 100 (2.0 grade or better required)	1	0	0	0	0	1	1
LAS 141	3	3	0	0	0	3	0
LAS 241	3	3	3	0	0	3	0
LAS 341	3	3	3	3	0	3	0
LAS 441	3	3	3	3	3	3	0
<b>TOTAL</b>	<b>32</b>	<b>31</b>	<b>28</b>	<b>18-19</b>	<b>15-16</b>	<b>19-20</b>	<b>13-14</b>

## Explanation of Liberal Arts Education

In the view of the faculty at Siena Heights University, the purpose of a liberal arts education is to help students develop a deeper understanding of themselves and their relationship to the world in which they live. The historical and theoretical foundations for liberal arts education at Siena Heights University are: 1) the Dominican motto "To contemplate and to give to others the fruits of your contemplation," 2) our philosophy of undergraduate education which exhorts students to develop their own philosophies of life, and 3) the mission statement which commits us "to assist people to become more competent, purposeful and ethical through a teaching and learning environment which respects the dignity of all."

The curriculum at Siena Heights University facilitates development of students' understanding of themselves and their world through skill enhancement, breadth of education, and the in-depth knowledge that is learned in the academic major. Students are called upon in many settings to demonstrate their skills and mastery in their major discipline. Less often are students asked to integrate the broader dimensions of their undergraduate education.

Students starting at Siena will begin their liberal arts and integrative experience by participating in the First Year Experience (FYE). FYE (LAS 100) is a comprehensive program of events and activities, along with a 10 week course, that will assist students in their transition to college; connect them with staff, students, and faculty from multiple disciplines; and provide them with a foundation of resources that will help support them during their time at Siena. LAS 100 must be completed with a 2.0 grade point average or better.

The Liberal Arts Studies program also includes four seminar courses (LAS 141, LAS 241, LAS 341, and LAS 441) built around prominent themes in the Dominican tradition. These seminars will introduce students to the Dominican traditions (prayer, study, community, preaching/service) and comprise an interdisciplinary core which compliments the discipline specific courses students take to fulfill their liberal arts requirements.

For students transferring 56-87 credits into Siena Heights University, two courses are considered the bookends of liberal arts studies: LAS 341 and LAS 441. In these courses students will view the world through the lens of liberal arts learning in the traditions of Siena's Catholic and Dominican heritage. LAS 341 provides students an opportunity to begin academic studies at Siena from a position of strength.

LAS 441 provides all students, together with peers from other majors, the structured reflective and integrative seminar that deepens and broadens their educational experience as they continue to pursue their goals for lifelong learning. In LAS 441 students prepare to transition out of Siena Heights after having reflected on their philosophy of life, their formal program of study and the contribution both can make to a life of purpose and service.

Course descriptions for LAS 100, LAS 141, LAS 241, LAS 341, and LAS 441 are found in the Liberal Arts Studies section of course descriptions.

The following courses fulfill the English Composition requirement: Three hours from ENG 102 or equivalent, ENG 211, ENG 212 or ENG 341.

### Liberal Arts Requirements, College for Professional Studies

	BA, BS, BAS, BBA, BSN, BSW 60+ Transfer Credits	AA, AS, AAS
English Composition: May include ENG 101 and ENG 102 <i>or</i> equivalent (2.0 grade or better required)	6	6
Mathematics	3	3
Lab Science	or 4	or 4
Social Science	3	3
Fine/Performing Arts	or 3	or 3
Religious Studies <i>or</i> Philosophy	3	3

<b>Integrated Learning</b>		
LAS 301 (2.0 grade or better required)	3	3
LAS 401 (2.0 grade or better required)	3	3
<b>Totals</b>	21-22	21-22

## **Explanation of Liberal Arts Education (CPS)**

In the view of the faculty at Siena Heights University, the purpose of a degree completion program with a liberal arts emphasis is to help students develop a deeper understanding of themselves and their relationship to the world in which they live. The historical and theoretical foundations for liberal arts education at Siena Heights University are: 1) the Dominican motto "To contemplate and to give to others the fruits of your contemplation," 2) our philosophy of undergraduate education which exhorts students to develop and refine their own philosophies of life, and 3) the mission statement which commits us "to assist people to become more competent, purposeful and ethical through a teaching and learning environment which respects the dignity of all."

The curriculum at Siena Heights University facilitates development of students' understanding of themselves and their world through skill enhancement, breadth of education, and the in-depth knowledge that is learned in the academic major. Students are called upon in many settings to demonstrate their skills and mastery in their major discipline. Less often are students asked to integrate the broader dimensions of their undergraduate education.

For students in the College for Professional Studies (CPS) transferring 60 or more credits into Siena Heights University, two courses are considered the bookends of liberal arts studies: LAS 301 and LAS 401. CPS students are introduced to the school's mission, Dominican traditions (prayer, study, community, preaching/services), the Liberal Arts program and the expectations of the learning community at Siena Heights in LAS 301.

LAS 401 provides all students, together with peers from other majors, the structured reflective and integrative seminar that deepens and broadens their educational experience as they continue to pursue their goals for lifelong learning. In LAS 401 students prepare to transition out of Siena Heights after having reflected on their philosophy of life, their formal program of studies and the contribution both can make to a life of purpose and service.

Students must receive a 2.0 grade point or better in LAS 301 and LAS 401 for Liberal Arts credit. Course descriptions for LAS 301 and LAS 401 are found in the Liberal Arts Studies section of course descriptions.

Please see course descriptions as listed in the catalog for courses that meet Liberal Arts requirements in the following areas: English, Mathematics, Philosophy, Religious Studies, Social Science, and Science. Please note that only 4-hour lab science courses that apply the scientific method may be counted.

## **The following courses are recommended for fulfilling CAS or CPS Liberal Arts Requirements.**

### **English**

The following courses are recommended to fulfil the **English** requirement:

- ENG 101 Reading And Writing I **3 credit hours**
- ENG 102 Reading And Writing II **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**
- ENG 212 Research **3 credit hours**
- ENG 341 Advanced Expository Writing **3 credit hours**

## **Fine and Performing Arts**

The following courses are recommended to fulfill the **Fine and Performing Arts** requirement:

MMM\_\_\*

\*Any level class instruction musical instrument course such as class piano, voice, guitar.

\*Any music performance ensemble such as chorus or band.

\*Any level applied music instruction.

\*Fine or performing arts courses must be courses that directly engage students in the creative experience. Courses in art history, criticism or appreciate do not count.

- ARG 147 Introduction to Graphic Design **3 credit hours**
- ART 101 Introduction to Ceramics **3 credit hours**
- ART 113 Jewelry Making I **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 118 Introduction to Book Arts **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**
- ART 147 Introduction to Graphic Design **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ART 242 Introduction to Wheel Throwing **3 credit hours**
- ART 243 Introduction to Video **3 credit hours**
- ART 254 Murals as Placemakers **3 credit hours**
- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENG 270 Introductory Poetry Workshop **3 credit hours**
- ENG 271 Introductory Fiction Workshop **3 credit hours**
- TSC 102 Introduction To Theatre **3 credit hours**
- TSC 103 Theatre Technology **3 credit hours**
- TSC 117 Modern Dance I **2 credit hours**
- TSC 130 Musical Theatre Vocal Ensemble **1 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 211 Oral Interpretation Of Literature **3 credit hours**
- TSC 212 Oral Interpretation Of Children's Literature **3 credit hours**
- TSC 213 Touring Children's Theatre **3 credit hours**
- TSC 217 Tap I **2 credit hours**
- TSC 118 Ballet I **2 credit hours**
- TSC 219 Jazz I **2 credit hours**
- TSC 220 Hip Hop **2 credit hours**
- TSC 221 Partnering **2 credit hours**
- TSC 222 Pilates And Yoga For Dancers **2 credit hours**
- TSC 248 Ballet II **2 credit hours**
- TSC 249 Jazz II **2 credit hours**

- TSC 257 Introduction To Theatrical Design **3 credit hours**
- TSC 267 Tap II **2 credit hours**
- TSC 269 Stage Make-Up **3 credit hours**
- TSC 343 Teaching Creative Dramatics **3 credit hours**
- TSC 356 Acting Studio III **3 credit hours**

## Mathematics

The following courses fulfill the **Mathematics** requirement:

- CIS 472 Numerical Analysis **3 credit hours**
- MAT 135 Quantitative Reasoning **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**
- MAT 143 Statistics And Society **3 credit hours**
- MAT 148 The Math Of Games **3 credit hours**
- MAT 159 Precalculus **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**

## Philosophy

The following courses fulfill the **Philosophy** requirement:

- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- PHI 340 Ancient Philosophy **3 credit hours**
- PHI 341 Modern Philosophy **3 credit hours**
- PHI 360 Aesthetics **3 credit hours**
- PHI 361 Philosophy Of Religion **3 credit hours**
- PHI 362 Social And Political Philosophy **3 credit hours**
- PHI 385 Philosophy Of Criminal Justice **3 credit hours**

## Religious Studies

The following courses fulfill the **Religious Studies** requirement:

- RST 102 Introduction To Christian Theology **3 credit hours**
- RST 103 Catholicism Today **3 credit hours**
- RST 301 Theological Inquiry **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 310 Readings In Contemporary Theology **3 credit hours**
- RST 311 Issues In Contemporary Morality **3 credit hours**
- RST 312 Church History **3 credit hours**

- RST 313 Theology Of The Church **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 318 Values In Video **3 credit hours**
- RST 319 Christology **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- RST 326 Christian Spirituality **3 credit hours**
- RST 330 Scripture And Society **3 credit hours**

## Social Science

The following courses fulfill the **Social Science** requirement:

- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- GEO 303 Political Geography **3 credit hours**
- GEO 306 Geography Of The Middle East **3 credit hours**
- PSC 101 Foundations Of Political Thought **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- PSC 265 United States Foreign Policy **3 credit hours**
- PSC 380 Public Policy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 312 Marriage And Family Relations **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**
- SOC 430 Contemporary Topics In Sociology **3 credit hours**
- SOC 432 Human Relations Between The Sexes **3 credit hours**

## Science

The following courses fulfill the **Science** requirement:

\*Only (4-hour) lab-science courses may be counted if they apply the scientific method.

- BIO 101 Introduction To The Life Sciences **4 credit hours**
- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- BIO 122 Human Anatomy And Physiology II **4 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 301 Topics In Environmental Biology **4 credit hours**
- BIO 344 Topics In Animal Behavior **4 credit hours**
- CHE 107 Culinary Chemistry **4 credit hours**
- CHE 110 Introduction To General, Organic, And Biological Chemistry **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**

- CHE 142 General Chemistry II **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 122 Geology **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**

## **CLEP Equivalencies for Liberal Arts Requirements**

### **English Composition**

The CLEP English Composition Modular (no essay) is equivalent to ENG 102. This exam fulfills three credit hours of the Liberal Arts Studies requirement.

### **Mathematics**

The CLEP exam in Calculus with Elementary Functions will satisfy the Liberal Arts Studies requirement.

### **Social Science**

If a student passes the CLEP Social Science/History exam (for which Siena Heights University awards six credits) he/she will have satisfied and social science Liberal Arts Studies requirements. The CLEP subject exams in sociology, psychology (including Educational Psychology), and economics also satisfy the Liberal Arts Social Studies requirements.

## **Liberal Arts Studies Equivalencies from Selected Community Colleges.**

Courses from selected community colleges may fulfill Siena Heights University Liberal Arts Studies requirements. Program coordinators will determine whether or not these courses will satisfy major/minor requirements. Specific course equivalencies are subject to change based on modifications at community colleges or at Siena Heights University.

## **Application for Graduation**

Students who expect to graduate must apply via an electronic Application for Graduation on MySiena and are subject to a \$100 graduation fee. The fee is applicable for three consecutive graduation periods. All requirements must be completed before a student can graduate from Siena Heights University.

Undergraduate students must have a minimum cumulative grade point average of 2.0 to be granted a degree, and graduate college students must have a minimum cumulative grade point average of 3.0 to be granted a degree.

Graduation occurs three times during the academic year; May (end of winter session); August (end of summer session); and December (end of fall session). However, the university holds only one commencement ceremony in May.

<b>Graduation Date</b>	<b>Application for Graduation Deadline</b>
December	September 15
May	January 15* (see below for early participation in May commencement)

August

June 15

## **Commencement**

The Commencement Ceremony is held each year in May. Participating in the commencement ceremony does not necessarily signify that all degree requirements have been met.

## **Majors and Minors**

The term "major" denotes a student's primary emphasis in college, suggesting a high degree of expertise in a particular field. The term "minor" suggests specialization, but with lesser emphasis than does a major. Majors often require between 35 and 60 credit hours while minors require around 21 credit hours. Siena Heights requires a major of all its graduates, but only baccalaureate graduates seeking Teacher Certification are required to have a minor. For all other students, a minor is optional. See the Education Section for a list of minors for Teacher Certification.

## **Concentrations**

A "concentration" is a series of courses in a specific field within a major. Business Administration, Child Development, Community and Human Services, English, Mathematics, and Religious Studies offer concentrations within the major. See the individual major program pages for information on the available concentrations.

## **Pre-Engineering Agreement**

Transfer arrangements with the University of Michigan and the University of Detroit Mercy allow students to complete their first two years of engineering studies at Siena Heights.

## **Contract Major**

High ability students may design their own degree programs with a contract major. The contract major requires students to accept significant responsibility for designing and executing their programs. Interested students should contact the Director of Academic Advising or the appropriate site director.

## **Teacher Certification**

Siena Heights University is a State of Michigan approved Educator Preparation Institution (EPI). Approval by the Michigan Department of Education as an EPI means that all programs within the EPI contain a minimum of 12 weeks of full-time preservice clinical experience and pedagogical coursework.

## **Theological Studies Program**

Certificate: Thirty-six hours of undergraduate Theology coursework is required to fulfill requirements for the baccalaureate degree.

Bachelor Degree: Completion of the thirty-six hour Theological Studies certificate could also constitute a contracted baccalaureate degree major. Students would be required to fulfill requirements for the baccalaureate degree.

## **College for Professional Studies and Graduate College**

In addition to academic opportunities on the Adrian campus, Siena Heights University offers degree completion programs at the eight centers listed below, as well as an Online Learning Program and Theological Studies Program.

The university also offers Master of Arts degree programs in Education, Clinical Mental Health Counseling, and Leadership. Not all programs are offered at all locations. Courses taken at one location may be applied to the program requirements at another location; program requirements are the same at all locations. For detailed information about programs and courses at a particular location, contact the degree completion center directly at <http://www.sienaheights.edu/Locations.aspx>

## **Online Learning Program**

(800)521-0009, x7195

e-mail: [online@sienaheights.edu](mailto:online@sienaheights.edu)

- B.A., Multidisciplinary Studies
- B.A., Professional Communication\*
- B.A.S., Inverted Majors/Applied Science Majors +
- B.B.A., Accounting
- B.B.A., Business Administration
- B.B.A., Management
- B.B.A., Marketing
- B.S.N., Nursing Degree Completion (RN-BSN)
- M.A., Leadership: Healthcare
- M.A., Leadership: Higher Education
- M.A., Leadership: Organizational
- M.B.A., Business Administration
- Minor, Accounting
- Minor, Behavioral Science
- Minor, Finance
- Minor, Health Care Management\*
- Minor, Information Technology Management\*
- Minor, Management
- Minor, Marketing
- Minor, Professional Communication\*
- Minor, Public Services Administration\*
- Minor, Religious Studies

## **Henry Ford College Center**

Dearborn, MI 48128

313-317-9450

e-mail: [hfc@sienaheights.edu](mailto:hfc@sienaheights.edu)

- B.A., Multidisciplinary Studies
- B.A.S., Inverted Majors/Applied Science Majors +
- Minor, Accounting
- Minor, Behavioral Science
- Minor, Health Care Management \*
- Minor, Information Technology Management \*
- Minor, Management
- Minor, Marketing
- Minor, Professional Communication\*
- Minor, Public Services Administration\*

## **Jackson College Center**

Jackson, Michigan

(517) 796-8672

e-mail: [jackson@sienaheights.edu](mailto:jackson@sienaheights.edu)

- B.A., Multidisciplinary Studies
- B.A., Professional Communication\*
- B.A.S., Inverted Majors/Applied Science Majors +
- B.B.A., Accounting
- B.B.A., Business Administration
- Minor, Accounting
- Minor, Behavioral Science
- Minor, Health Care Management\*
- Minor, Information Technology Management\*
- Minor, Management
- Minor, Marketing Minor, Professional Communication\*
- Minor, Public Services Administration\*

## **Kalamazoo Valley Community College Center**

Kalamazoo, Michigan

269-488-4019

e-mail: [kalamazoo@sienaheights.edu](mailto:kalamazoo@sienaheights.edu)

- B.A., Community and Human Service\*
- B.A., Multidisciplinary Studies
- B.A., Professional Communication
- B.A.S., Inverted Majors/Applied Science Majors +
- Minor, Accounting
- Minor, Behavioral Science
- Minor, Health Care Management\*
- Minor, Information Technology Management\*
- Minor, Management
- Minor, Marketing
- Minor, Professional Communication\*
- Minor, Public Services Administration\*

## **Kellogg Community College Center**

Battle Creek, Michigan

(269) 965-3931, x2950 or (800) 203-1560

e-mail: [battlecreek@sienaheights.edu](mailto:battlecreek@sienaheights.edu)

- B.A., Community and Human Service\*
- B.A., Multidisciplinary Studies
- B.A., Professional Communications\*
- B.A.S., Inverted Majors/Applied Science Majors +
- B.B.A., Accounting
- B.B.A., Business Administration
- M.A., Leadership: Organizational
- Minor, Accounting
- Minor, Behavioral Science

Minor, Health Care Management\*  
Minor, Information Technology Management\*  
Minor, Management  
Minor, Marketing  
Minor, Professional Communication\*  
Minor, Public Services Administration\*

## **Lake Michigan College Center**

Benton Harbor, Michigan  
(269) 927-6711 or (800) 252-1562, x6711  
e-mail: bentonharbor@sienaheights.edu

B.A., Community and Human Services\*  
B.A., Multidisciplinary Studies  
B.A., Professional Communications\*  
B.A.S., Inverted Majors/Applied Science Majors +  
B.B.A., Accounting  
B.B.A., Business Administration  
Minor, Behavioral Science  
Minor, Health Care Management\*  
Minor, Information Technology Management\*  
Minor, Management  
Minor, Marketing  
Minor, Professional Communication\*  
Minor, Public Services Administration\*

## **Lansing Community College Center**

Lansing, Michigan  
(517) 483-9726  
e-mail: lansing@sienaheights.edu

B.A., Multidisciplinary Studies  
B.A., Professional Communication\*  
B.A.S., Inverted Majors/Applied Science Majors +  
B.B.A., Accounting  
B.A., Community and Human Services\*  
M.A., Clinical Mental Health Counseling  
Minor, Accounting  
Minor, Behavioral Science  
Minor, Health Care Management\*  
Minor, Information Technology Management\*  
Minor, Management  
Minor, Professional Communication\*  
Minor, Public Services Administration\*

## **Metropolitan Detroit Program**

Southfield, Michigan  
(248) 799-5490 or (800) 787-7784  
e-mail: mdp@sienaheights.edu  
(Classes offered in eight week sessions)

B.A., Community and Human Service\*  
B.A., Multidisciplinary Studies  
B.A., Professional Communication\*  
B.A.S., Inverted Majors/Applied Science Majors +  
B.B.A., Business Administration  
M.A., Clinical Mental Health Counseling  
Minor, Accounting  
Minor, Behavioral Science  
Minor, Business Administration  
Minor, Health Care Management\*  
Minor, Information Technology Management\*  
Minor, Management  
Minor, Marketing  
Minor, Professional Communication\*  
Minor, Psychology  
Minor, Public Services Administration\*  
Minor, Religious Studies

## **Monroe County Community College Center**

Monroe, Michigan  
(734)384-4133 or (800)462-5114, x4133  
e-mail: [monroe@sienaheights.edu](mailto:monroe@sienaheights.edu)

B.A., Multidisciplinary Studies  
B.A., Professional Communication\*  
B.A., Psychology  
B.A.S., Inverted Majors/Applied Science Majors +  
B.B.A., Accounting  
B.B.A., Business Administration  
Minor, Accounting  
Minor, Behavioral Science  
Minor, Health Care Management\*  
Minor, Information Technology Management\*  
Minor, Management  
Minor, Marketing  
Minor, Professional Communication\*  
Minor, Public Services Administration\*

+ Previous health care, trade/technical or occupational associate degrees and/or experience may be transferred to Siena Heights University as a major and combined with Siena Heights University course work for a Bachelor of Applied Science degree.

\* This program is not offered on the Adrian campus; for further program information, contact the degree completion center directly.

Note: Some degree completion programs offered at Michigan locations involve online course delivery. Please consult with an enrollment advisor for more information.

## **Class Instruction: College for Professional Studies and Graduate College**

There are several ways in which you can participate in courses to complete your degree in the College for Professional Studies and Graduate College at Siena Heights University.

## **Traditional Classroom Instruction**

Scheduled classroom sessions are available in a number of formats. For detailed information about courses at a particular location, contact the center directly.

## **Online Learning (via the Internet)**

Online learning provides flexibility for busy learners. However, online learning also demands a disciplined approach from all learners. Each instructor approaches class differently, but all require that students participate in online interaction multiple times per week.

Students must have the appropriate learning materials/textbooks ready by the start of the course. Delays in purchasing materials could impact course performance. Course syllabi are posted in advance for students to purchase materials, as noted, and review policies, assignments, and other important information. In most online courses, a "pre-class assignment" is due at the start of the course, where students are provided access to their online course roughly 5 – 7 days in advance of the official course start.

Accelerated online courses can offer potentially faster degree completion. With accelerated delivery, though, online courses commonly stay active on various holidays or breaks (e.g., spring break on the residential main campus). Personal or extra-curricular events are not considered extenuating circumstances with accommodations, so students should consider their availability to fully participate in online course delivery.

Successful online learners require adequate computer skills and knowledge, an ability to manage time and an ability to be self-directed in their studies. Online learners must also have access to a computer and to the Internet at times that meet course expectations and individual schedules. Online learners are required to complete a student orientation prior to enrollment in their first online course.

### **There are two types of online learning courses:**

**Hybrid (or Blended Online)** combines the traditional classroom instruction with the scheduling flexibility of online learning. This is an accelerated course which lasts eight weeks. The first week is done in a traditional classroom setting and a second meeting, arranged by the instructor, is also done in the classroom face to face. The remaining six classes are conducted via the Internet.

**Completely Online** is also an accelerated course that lasts eight weeks\*. All course participation, assignments, exams and collaboration is done via the Internet.

\*One completely online course is offered in a 15-week format.

### **Canvas Student Orientation Requirement**

Siena Heights University uses Canvas learning management system (LMS) for online course delivery. All new students enrolled in online courses must complete the Canvas Student Orientation prior to their first online course. To access the orientation:

1. Login to *MySiena* at <https://mysiena.sienaheights.edu/ics/>
2. Select *Canvas Homepage* under My LMS Courses (right-hand side of page)
3. From the Canvas Dashboard (left-hand side of page), select *Student Orientation*
4. If a student experiences any difficulty logging on to *MySiena*, gaining access to courses, or accessing the orientation, please call the IT Help Desk at 517-264-7655.

## **Undergraduate Students Seeking a Second Degree from Siena Heights University**

Students who are interested in completing another bachelor's degree from Siena Heights University must complete the following requirements.

- A. Students transferring from another institution:
  1. Students who already have a baccalaureate level degree from another institution will be required to complete the Liberal Arts requirements set by the University. See the Liberal Arts for Students Seeking a Second Degree from SHU below.
  2. Students will be required to complete a 30-hour residency with Siena Heights University. These hours will accumulate from the point that the student enrolls in their new degree program with Siena Heights University.
  3. Siena Heights University will accept the previous baccalaureate degree in total. Any "D" grades earned in the first degree will be accepted for possible use as elective credit in the second degree or in the major as determined by the program coordinator.
  4. Major requirements are set by each program. A formal plan for the Siena Heights University major will be placed on file in the Registrar's Office. This plan will show what course work, if any, from the first degree will be applied to the Siena Heights University major.
- B. Alumni students returning for a second baccalaureate degree:
  1. Students who have already completed Liberal Arts requirements through their first degree, and/or have graduated within the last 7 years are exempt from doing another program of Liberal Arts. All other Siena alumni will be required to complete any outstanding requirements under the Liberal Arts category of transfer students with 88+ hours of completed work. Students in this category are not required to complete LAS 301/LAS 341.
  2. Students will be required to complete a 30-hour residency with Siena Heights University. These hours will accumulate from the point that the student enrolls in their second degree program with Siena Heights University.
  3. Major requirements are set by each program. A formal plan for the Siena Heights University major will be placed on file in the Registrar's Office. This plan will show what course work, if any, from the first degree that will be applied to the second Siena Heights University major.

### Liberal Arts for Students Seeking a Second Degree from SHU

Second Bachelor's degree		Alumni prior to the last 7 years	
English Composition (ENG 102 or equivalent)	3	English Composition (ENG 102 or equivalent)	3
Math (College Algebra or above) or Science with Lab	3 4	Math (College Algebra or above) or Science with Lab	3 4
Social Science or Fine/Performing Arts	3 4	Social Science or Fine/Performing Arts	3 3
Religious Studies or Philosophy	3 3	Religious Studies or Philosophy	3 3
LAS 401 or LAS 441*	3	LAS 401 or LAS 441*	3
300/400 level work	30	300/400 level work	30

New Residency at SHU*	30	New Residency at SHU*	30
Major**		Major**	

\* Must be completed at Siena Heights University. Previous course work may fulfill any requirement within Liberal Arts except those requirements marked with an asterisk.

\*\* Consult with the program coordinator for requirements within the major.

## Undergraduate Students Seeking a Second Major from Siena Heights University

Under the following circumstances, students may add a second major if the first major has been completed:

1. All requirements for the second major will be submitted to the Registrar's Office in the form of a written contract. This contract will name the courses to be used within the second major. The contract will be signed by the program coordinator, the student's advisor or site director, and by the student.
2. The above contract must be on file at the Registrar's Office at least one session prior to the last session of the student's enrollment and graduation with this major.
3. Some majors will not allow double counting for residency. Some majors will not allow double counting from one major to another. For example, the Business Administration and Accounting majors will only allow cognates to be double counted for both majors. Check with the program coordinator for further information on double counting.
4. Students wishing to complete a second major outside of their original degree area must complete the requirements for a second degree. Residency will not double count. Each degree is allowed to grant specific majors (see below). A second major may be granted if the second major is under the same degree area. For example, a student who has completed an Art major could not complete a Biology major within the same degree. The student, in this case, must complete the requirements for a second degree and major. When adding a second major, only a major within a degree area will be granted.

Bachelor of Arts (B.A.)

Art

Child Development

Community and Human Services

Computer and Information Systems

Criminal Justice

Elementary Integrated Science

English

Global Studies

History

Humanities

Integrated Science

Language Arts

Mathematics

Multidisciplinary Studies

Music

Music Education

Philosophy

Probation, Parole and Community Corrections

Professional Communication

Psychology

Religious Studies

Social Science

Social Studies Education

Spanish

Theatre/Musical Theatre  
Theatre/Speech Communication  
Theological Studies

Bachelor of Applied Science (B.A.S.)

Bachelor of Business Administration (B.B.A.)

Accounting  
Business: Business Administration  
Management  
Marketing  
Sport Management

Bachelor of Fine Arts (B.F.A.)

Art  
Art History  
Graphic Design

Bachelor of Science (B.S.)

Applied Mathematics  
Biology  
Chemistry  
Environmental Science

Bachelor of Science in Nursing (B.S.N.)

Nursing

Bachelor of Social Work (B.S.W.)

Social Work

## **Graduate Students: Second Concentration and Second Major Requirements**

### **Second Master's Degree Requirements**

Students who desire to pursue a second master's degree at Siena Heights University shall have completed all requirements for the first master's degree at Siena or another accredited college or university. The same requirements for admission to a graduate program (such as filling out the application and following the requirements of the application checklist) and other conditions relative to the pursuit of the first master's degree are applicable to the second master's degree, except a maximum of six (6) credit-hours of completed graduate work from the first master's degree may be applied toward the second master's degree if such courses are appropriate for the second program and are approved by the respective program director for inclusion in the program. In most cases, for graduate students whose first master's degree is from Siena Heights University, those six (6) credit-hours are from the common core courses such as LDR 601 Leadership Theory and LDR 602 Research And Professional Writing, providing these two (2) courses have been taken within the seven (7) year limit for completion of degree requirements for the second master's degree.

### **Second Concentration Requirements**

Students who desire to pursue a second concentration in a given Master of Arts program (Clinical Mental Health Counseling, Leadership, or Education) must complete the required courses for that program concentration. Elective

courses cannot be counted twice. For example; a student who has completed the Organizational Leadership program and wishes to complete the requirements for the Healthcare Leadership program does not have to retake the common core courses, but must take the required courses for the new concentration.

When applying for the second master's degree or concentration and financial aid will be needed, it is highly recommended that the student make an appointment with the financial aid office. If applying within the same year of graduation, students will need to submit an application, application fee, and official transcript with degree conferred. If more than a year has lapsed, students must submit an application as if new to the program, and follow the requirements listed on the checklist. When the second concentration is completed, students must submit an application for graduation, marked "major only" to the Registrar for the nearest upcoming graduation. Students do not participate in commencement for second concentrations nor are they awarded additional diplomas.

## Special Programs and Services

### Advanced Placement

Advanced Placement Credit will be accepted for scores of three (3) or higher. The amount of credit accepted will be determined by the appropriate department/program. All credit accepted will be recorded on the student's transcript as credit (CR) only. No grade points will be assigned.

Credit earned by means of Advanced Placement will fulfill the Liberal Arts Requirements providing that such credit has been designated by the appropriate department/program chairperson as fulfilling Liberal Arts requirements.

Advanced Placement Test Name	Score Required	Credit Awarded	Course Equivalent
Art History	3	3	ARH 230
Biology	3 or 4	4	BIO 101
Biology	5	4	BIO 141
Calculus AB	4	4	MAT 181
Calculus BC	4	4	MAT 182
Chemistry	3 or 4	4	CHE 141
Chemistry	5	4	CHE 141 & CHE 142
Chinese Language & Culture	3	3	General Elective Credit
Comparative Gov't & Politics	3	3	PSC 260
Computer Science A	3	3	
English Literature & Comp.	3	3	ENG 113
English Language & Comp	3	3	ENG 101
Environmental Science	3	4	Liberal Arts Science
European History	3	3	HIS 341

French Language & Culture	4	3	Two- sessions Language Requirement
Fund of Music Theory	3	3	MMM 110
German Language	3	6	General Elective Credit
Human Geography	3	3	GEO 301
Italian Language & Culture	3	3	General Elective Credit
Japanese Language & Culture	3	3	General Elective Credit
Latin: Virgil	3	3	General Elective Credit
Macroeconomics	3	3	ECO 222
Microeconomics	3	3	ECO 221
Physics I: Algebra based	3	4	Liberal Arts Science
Physics 2: Algebra based	3	4	PHY 142
Physics 1 & 2	3 (each)	8	PHY 141 & PHY 142
Physics B	3	4	PHY 141
Physics C: Mechanics	3	4	PHY 161
Physics C: Electricity & Magnetism	3	4	PHY 162
Psychology	3	3	PSY 111
Research	3	3	ENG 102
Seminar	3	3	LAS 141
Spanish Language & Culture	4	4	300 Level SPA Requirement
Spanish Language & Culture	5	4	SPA 240 & SPA 241
Spanish Literature & Culture	4	4	300 Level SPA Requirement
Spanish Literature & Culture	5	4	SPA 240 & SPA 241
Statistics	4	3	MAT 174
Studio Art	3	3	Studio Art Credit
U.S. History	3	3	HIS 211
U.S. Government & Politics	3	3	PSC 130
World History	3	3	HIS 111

## College-Level Examination Program (CLEP)

Siena Heights University awards credit for successful completion of CLEP as established by the University. For information about the CLEP program, please contact the Advising Office.

1. Siena Heights University allows a maximum of 36 credit hours of CLEP credit toward the baccalaureate degree and 18 toward the associate degree.
2. Siena Heights University awards three to nine credit hours (see below) for each CLEP subject matter examination passed at a scaled score of 50 or higher.
3. Students may not receive CLEP credit for subjects for which they have already received college/university credit or for which they are in the process of earning college/university credit.
4. Siena Heights University records the name of the CLEP examination on the student's transcript along with the notation "CLEP Examination." The grade of "CR" (meaning Credit) is also recorded. No letter grades or honor points are awarded for CLEP credit.
5. A student who passes a CLEP examination which is analogous to a program requirement may be given a written waiver for that requirement by the program director but may be required to take a substitute course in that program.
6. Credit earned by means of CLEP will fulfill the Liberal Arts requirements provided that such credit has been designated by the appropriate department/program chairperson as fulfilling Liberal Arts requirements.
7. See Liberal Arts requirements for which CLEP exams satisfy Liberal Arts requirements.
8. Liberal Arts Credit will be granted for successful completion in Calculus and Pre Calculus.
9. Spanish Language Level I & II with a high score of 69 will receive 16 hours of credit equivalent to SPA 101, SPA 140, SPA 240 & SPA 241.
10. CLEP credit will be accepted within an Associate degree with transfer credit.

## Credit Awarded for CLEP Examinations

	<i>Scaled Session Recommended</i>		<i>ACE</i>
<b>General Examinations</b>	<b>Score</b>	<b>Hours</b>	<b>Equivalency</b>
College Composition	50	6	ENG 101 and ENG 102
College Composition Modular	50	3	ENG 102
Humanities	50	3	Elective Credit
Natural Sciences	50	6	Elective Credit
Social Sciences and History	50	6	Elective Credit
<b>Subject Examinations</b>			
American Government	50	3	Elective Credit
American Literature	50	3	Elective Credit
Analysis and Interpreting of Literature	50	3	Elective Credit

Biology	50	6	Liberal Arts Science Credit
Calculus	50	4	MAT 181
Chemistry	50	6	Liberal Arts Science Credit
College Algebra	50	3	MAT 102
College Mathematics	50	6	Elective Credit
English Literature	50	3	Elective Credit
Financial Accounting	50	3	Elective Credit
French Language Level I	50	6	Elective Credit
French Language Level II	59	9	Elective Credit
German Language Level I	50	6	Elective Credit
German Language Level II	60	9	Elective Credit
History of the United States I: Early Colonization to 1877	50	3	Elective Credit
History of the United States II: 1865 to Present	50	3	Elective Credit
Human Growth and Development	50	3	Elective Credit
Information Systems	50	3	Elective Credit
Introductory Business Law	50	3	Elective Credit
Introduction to Educational Psychology	50	3	Elective Credit
Introductory Psychology	50	3	PSY 111
Introductory Sociology	50	3	SOC 111
Pre Calculus	50	3	Liberal Arts Credit
Principles of Macroeconomics	50	3	ECO 222
Principles of Management	50	3	Elective Credit
Principles of Marketing	50	3	Elective Credit
Principles of Microeconomics	50	3	ECO 221
Spanish Language Level I	50	6	Elective Credit
Spanish Language Level II	63	9	Elective Credit

Western Civilization I: Ancient Near East to 1648	50	3	Elective Credit
Western Civilization II: 1648 to the Present	50	3	Elective Credit

## Contract Major

In keeping with Siena Heights University's mission to individualize education, the contract major allows students to design their own degree programs. The purpose of this program is to give high ability students an opportunity to create a university education that integrates their interests, abilities, and aspirations. Because the contract major is a significant departure from traditional curricula, students are expected to accept high levels of responsibility for designing and executing their programs. Interested students should contact the Advising Office or the appropriate site director.

## Dual Enrollment

Dual Enrollment is a special admission program for junior and senior high school students. To qualify, students must have a minimum, cumulative high school grade point average of at least 3.0 (on a 4.0 scale). To participate, students must submit the following:

1. A completed Dual Enrollment Application signed by the high school principal or counselor.
2. A completed Dual Enrollment Consent Form signed by a parent or legal guardian.
3. An official, high school transcript.

Forms may be found online or requested from the Office of Admissions. To request forms, or for additional information, please contact the Office of Admissions at 517-264-7180.

## The Experiential Education and Internship Program

The Experiential Education and Internship Program is designed to provide students an opportunity to integrate a practical work experience with their academic program of study. The program is open to undergraduate students pursuing a certificate, associate or bachelor degree at Siena Heights University who meet the University internship guidelines and registration requirements. Work experiences contributing to the development of the student may be arranged with industry, education, business, the arts, social services, government, and various other career fields.

All students must be in good academic standing and have a minimum cumulative grade point average of 2.0 to participate in the program. Students must also receive approval from their respective departments and the Career Services Office on the Adrian campus.

## International Baccalaureate (IB) Program

Siena Heights University awards 24 credits to students who earn the International Baccalaureate (IB) Diploma. Alternatively, the University awards credit for IB Higher Level (HL) examinations or IB Standard Level (SL) examinations in some subject areas. These transfer credits are evaluated on a case-by-case basis. Below is a list of IB classes that have been reviewed and will be accepted as credits for applicants who have applied.

IB Course	Level	Score Required	SHU Equivalency
Biology	HL	5-7	BIO 101

Biology	SL	X	Not Accepted
Chemistry	HL	5	CHE 110
Chemistry	HL	6, 7	CHE 141 and CHE 142
Chemistry	SL	X	Not Accepted
Economics	SL	X	Not Accepted
Economics	HL	5, 6	ECO 221
Economics	HL	7	ECO 221 and ECO 222
English A	HL	5-7	ENG 101
English A	SL	X	Not Accepted
English A	HL	5-7	ENG 101
English A	SL	X	Not Accepted
History	HL	5-7	History Elective Credit
ITGS	HL	5-7	General Elective Credit
Math	HL	5-7	Three hours of Liberal Arts Math Requirement
Music	SL	5-7	MMM 114
Physics	HL	5-7	PHY 141 and PHY 142
Physics	SL	X	Not Accepted
Psychology	HL	5-7	PSY 111
Psychology	SL	x	Not Accepted
Spanish	HL A	5	Three hours of 300+ Spanish literature classes
Spanish	HL A	6	Three hours of 300+ Spanish literature classes
Spanish	HL A	7	Six hours of 300+ Spanish literature classes
Spanish	HL B	5	SPA 101 and SPA 140
Spanish	HL B	6, 7	SPA 240 and SPA 241
Spanish	SL	X	Not Accepted

## Library

The Siena Heights University Library offers a diverse and robust collection of electronic and print resources to accommodate students on and off campus. The library supplements this collection through participation in local resource sharing as a member of the Detroit Area Library Network (DALNET) and the Michigan Electronic Library Catalog (MeLCat), as well as traditional interlibrary loan with partners around the nation. In addition to its informational offerings, the library offers computers and printing, a conference room, a classroom and formal and informal study spaces to meet a broad range of student needs. The SHU Library staff is user-focused and available to assist students with everything from using library resources to research assistance and citation help. Students can access the library's collection and gain more information about the library via the SHU library website. Links to the website are located on MySiena.

## **Prior Learning Credit**

Prior to beginning a formal education at Siena Heights, students may have had significant learning experiences through work, non-university courses or training, community service, or other accomplishments. These learning experiences may be worth academic credit if (1) the learning is university-level, (2) the experience can be documented by a third party, and (3) the student can present documentation which gives evidence of the learning experience and thereby persuades the University of its value. Academic credit is awarded for university-level learning, not for the experience itself. The appropriate site director will provide assistance with guidelines and procedures for developing the petition. The final petition is evaluated by University faculty.

Credit earned by a Prior Learning Credit petition (1) counts as elective credit, (2) does not count toward residency, (3) may be awarded at a junior/senior level, (4) may fulfill a liberal arts requirement if approved by the appropriate department. There is a maximum of 9 credit hours for an Associate Degree and 18 credit hours for a Baccalaureate Degree.

## **Graduate College Credit for Prior Learning Experience**

The graduate student who has prior learning experiences through work, non-college courses or training, community service, or other accomplishments, may be eligible for prior learning experience credit. The experiences must have provided graduate level equivalent learning outside the university classroom, with documentation to demonstrate the learning. The documentation for the petition for prior learning experience credit is evaluated by graduate faculty with expertise in the field or discipline in which credit is sought. All prior learning experience credit is noted as "CR" (credit) on the Siena Heights University transcript. No grade points are awarded. Due to state licensing restrictions in the Clinical Mental Health Counseling program, credit for prior learning experience can only be granted for electives.

Prior learning experience credit is typically added to the Siena Heights University transcript after the graduate student has completed a minimum of nine (9) credit-hours in a planned program at the university. Prior learning experience credit forms can be found on the Registrar's Office site.

## **Ronald E. McNair Scholars Program**

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to prepare talented undergraduate students for graduate school and doctoral studies. The McNair Scholars Program is one of seven national TRIO programs authorized under Title IV of the Higher Education Act of 1965 and funded through the Department of Education. Currently, there are 179 programs at colleges and universities throughout the country.

The program is named for Ronald Ervin McNair, one of the first African Americans in the United States space program. Dr. McNair was a crew member aboard the space shuttle Challenger when it exploded on January 28, 1986. A physicist with a doctorate from the Massachusetts Institute of Technology, McNair has become a symbol of academic excellence.

In order to be eligible for this program, students must be either a member of an under-represented group in higher education or be a first generation (neither parent has a bachelor's degree) and low income college student. Additional

requirements for applicants include the following: full time student, second session sophomore status, a 3.0 grade point average, declared major, and commitment to attend graduate school leading to a doctoral degree. The McNair program provides a summer research course, research opportunities, graduate school visits, faculty mentoring, and an annual stipend. McNair Scholars attend professional conferences, present their research findings and attend seminars on graduate school admission. Applications are accepted throughout the academic year.

## **Academic Support**

### **Student Achievement and Academic Success (SAAS)**

Due to the function of this academic division, either by individual department or as a team, nearly every student on campus will have interaction with the division during their Siena career, leading toward their graduation. From learning styles, exploring careers, time management and study skills, researching and selecting a major, completing a degree plan, to preparation for the world of work and/or graduate school, the SAAS division has the expertise, ability, and drive to empower each student. The SAAS division includes First Year Experience, Student Support Services and Academic Advising.

### **Academic Advising**

The vision of academic advising is to assist students to live the mission of Siena Heights University by helping students to become more Competent by enabling them to maximize their academic success through degree planning and helping to define and reach their personal, academic, and career goals; Purposeful by enabling them to discover a broad array of opportunities in and out of the classroom and requiring their participation in the decision making process, leading toward advocacy for oneself; Ethical by enabling them to become confident, responsible, ethical, self-reliant problem solvers and reflective lifelong learners.

### **Career Services**

The primary mission of Career Services is to aid students in developing, evaluating and effectively initiating and implementing their own career plans. Career Services assist students with engaging in self-assessments, obtaining occupational information, and exploring career fields that are relevant to each student's plan. Integrating career planning into liberal arts core courses as well as senior seminars in a student's major is vital toward assisting with each plan. Through sponsorships of on-campus employer recruitment, employment fairs, workshops including resume writing and mock interviewing, as well as use of electronic resources, all contribute toward helping the student to reach their career goal. Career Services also maintains an online job board for all Siena Heights University students and alumni.

### **Disability Resources**

The Office of Disability Resources supports the mission of Siena Heights University by working with faculty and staff to provide a teaching and learning environment which respects the dignity of all. Students who have documented disabilities are provided support, including appropriate auxiliary aids and services, assuring them an equal opportunity to participate in the educational process at Siena Heights University in accordance with Section 504 and Title II of the ADA law (29 U.S.C. Section 794). Regular meetings are encouraged with students to assist them in reaching their academic goals.

### **First Year Experience**

The First Year Experience supports the institution's mission by helping students establish a foundation that creates experiences to personally and academically transition and connect first year students with the institution and community. This is accomplished by creating a teaching and learning environment that intentionally engages students

in a way that promotes their personal development and holistically helps them to become more competent, purposeful, and ethical leaders which respects the dignity of all.

## **Student Support Services (SSS)**

Authorized by Title IV of the Higher Education Act of 1965 and funded by the U.S. Department of Education, this national TRiO program has been serving students on the main campus since 1979. This program is designed to prepare students for graduation from Siena Heights University with a baccalaureate degree. SSS participants will receive services from the first day they arrive on campus until the day of their graduation.

## **Tutoring Program**

The University provides tutoring services for students who may need assistance in multiple subject areas. The Math Lab assists students in all areas of math; the Writing Center assists students with composition skills and writing assignments in all disciplines; the Language Tutor Program assists students in writing, speaking and comprehension of Spanish and/or other languages; and Academic Tutoring Services offers tutoring for students needing assistance in other disciplines not mentioned in the previously listed opportunities. Tutoring services may be accessed through the library or through the site director of the degree completion center.

## **The Writing Center**

The Writing Center is a free resource on the Adrian campus. Staffed by talented undergraduate students, the Writing Center offers help at all stages in the writing process. Students are encouraged to visit the Writing Center for a drop-in session or to schedule an appointment. More information can be found at [writingcenter.sienaheights.edu](http://writingcenter.sienaheights.edu).

The aim of the Writing Center is to help students become better, more confident writers. Therefore, no practices will be followed that involve completing the work for students. The staff does not write on students' papers, suggest specific details to add or delete, correct papers, suggest grades, comment on grades that have already been given, or work with students who admit to plagiarizing.

The Writing Center offers a variety of hours to accommodate class schedules, and students are encouraged to stop by or schedule an appointment.

The College of Professional Studies and Graduate College students have access to writing assistance through a dedicated Graduate Assistant assigned to assist students with scholarly writing. eTutoring services are also available. Students who wish to utilize these free services should contact their advisor.

## **Student Accounts**

### **Tuition, Fees, Room and Board (All Students)**

Tuition, Fees, Room and Board charges are available on Siena's website under Student Accounts via Tuition and Fee Rates, Fee Schedule.

### **Billing and Payments**

Course and fees statements are available on the MySiena student portal upon registration. Payment options are available and outlined within "Financial Agreements" that are provided each session on the Student Accounts page on Siena's website.

### **Student Refund Policies (All Campuses)**

Tuition and Housing Refund Policies establish the amount you will be charged for the session if you drop or withdraw. Students who drop or withdraw from individual classes after the first week of class without completely withdrawing from Siena Heights University WILL NOT receive monetary credit for any charges. Add/Drops that will not change the total number of enrolled hours need to be completed on the same Add/Drop form on the same calendar day.

If a student withdraws completely from Siena Heights University, the payment agreement made at the time of registration is still in effect, subject to the following schedule for refund of tuition. Housing refunds are independent of the tuition refund schedule and are published on Siena's website under Residence Life Policies/Housing Refunds. Fees such as Technology, Activity, Compliance, and Course Fees are non-refundable.

The percentage refund of charges for a complete withdrawal from Siena Heights University is determined by the following refund chart.

Weeks in Term							
Refund at End of Week	15	10	8	6	5	4	3
1	100%	100%	100%	100%	100%	100%	100%
2	90%	80%	70%	70%	60%	50%	0%
3	80%	70%	60%	50%	0%	0%	0%
4	70%	60%	50%	0%	0%	0%	0%
5	0%	0%	0%	0%	0%	0%	0%
6	0%	0%	0%	0%	0%	0%	0%
7	0%	0%	0%	0%	0%	0%	0%
8	0%	0%	0%	0%	0%	0%	0%

Refund of tuition and Housing charges are a different calculation than the Return to Title IV calculation. The Return to Title IV Funds Policy calculates how much Federal financial aid you are eligible to keep to help pay your charges. Therefore, all calculations must be completed before you will know your final account balance.

## **Delinquent Account Information**

Unresolved accounts after the end of the appropriate payment deadline will be assessed a deferred payment fee as itemized in the Tuition and Fees schedule. Settlement of a student's account includes either payment in full or use of a university-endorsed payment plan. Students who have not satisfied all payment requirements by the end of the add/drop period may be administratively dropped from courses for non-payment and their account referred to a collection agency.

A financial hold will be placed on the academic records of present and former students who have an outstanding account balance with the University. Some financial holds will restrict individuals from registering for classes or receiving any academic documentation (i.e., grades, transcripts, diplomas, or certification of coursework) until the financial obligation has been paid in full.

If the balance is paid with cash, cashiers or certified check, or credit card, the financial hold will be lifted within 24 business hours. If a balance is paid with a personal check, the financial hold will remain on the account for seven (7) business days or until notification is provided that the funds have cleared the bank.

*Please note:* It is each student's responsibility to stay informed of all registration and fee payment deadlines. Payment deadlines are posted on the Student Accounts website, [https://mysiena.sienaheights.edu/ics/Departments\\_and\\_Offices/Student\\_Financial\\_Services/Default\\_Page.jnz](https://mysiena.sienaheights.edu/ics/Departments_and_Offices/Student_Financial_Services/Default_Page.jnz) The "Financial Agreement" provided each session on the Student Accounts page of Siena's website also itemizes payment due dates.

## **Student Financial Holds**

Financial holds do not restrict currently enrolled students from accessing the Siena network of student activities. Some financial holds will restrict individuals from future registration and receiving any academic documentation (i.e., grades, transcripts, diplomas, or certification of coursework) until the financial obligation has been paid in full.

## **Taxation of Grants/Scholarships**

Grant and scholarship dollars received during the calendar year which exceed your costs for tuition, fees, and books may need to be reported as income on your Federal Income Tax return. Please consult with your tax preparer or [www.irs.gov](http://www.irs.gov).

## **1098-T Tax Form**

The 1098-T form is used by eligible educational institutions to report yearly information about their students to the IRS as required by the Taxpayer Relief Act of 1997. This form is informational only. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice. While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all of the information needed to claim a tax credit. There is no IRS requirement that you must claim the tuition and fees deduction or an education credit. Claiming education tax benefits is a voluntary decision for those who may qualify.

## **Financial Aid & Student Accounts**

The primary purpose of Siena Heights University's financial aid program is to provide assistance to accepted students who, without such aid, would be unable to attend Siena Heights University. An award package is offered after a student has fulfilled the following:

1. Acceptance for admission to Siena Heights University
2. Completion of the Free Application for Federal Student Aid (FAFSA)
3. If you are selected for verification, you will need to either log back into your FAFSA (Free Application for Federal Student Aid), select Make FAFSA Correction and then request to transfer federal tax return information for both you and your parents (if applicable) using the IRS data retrieval tool, or alternately you may submit copies of federal tax transcript(s) to the Financial Aid Office, along with the appropriate verification form. Any other requested information must also be received before aid can be processed per Federal Financial Aid regulations.

If you need to request a federal tax transcript you can do so by calling 1-800-908-9946 or going to the IRS website at [www.irs.gov](http://www.irs.gov).

Students should complete their file by March 1 to be given priority consideration for the following academic year. Files completed after that date will be considered late applications and will be awarded aid in the order in which the applications were completed.

Note: Filing a completed Free Application for Federal Student Aid (FAFSA) form allows the Financial Aid Office to determine the maximum amount of assistance for which a student is eligible.

## **Eligibility**

To receive federal student aid, you must meet certain requirements. You must:

1. Be a U.S. citizen or eligible noncitizen.
2. Have a valid Social Security Number.
3. Be registered with Selective Service if you are male and between the ages of 18 to 25 years of age.
4. Have a high school diploma or a General Education Development (GED) Certificate.
5. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.
6. Not have a drug conviction for an offense that occurred while you were receiving federal aid (such as grants, loans, or work-study).

Note: you must not owe a refund on a federal grant, be in default on a federal student loan and you must demonstrate financial need (except for unsubsidized loans).

## **Federal Return of Title IV Funds Policy**

The Office of Financial Aid is required by the Higher Education Act of 1965, as amended in 1998, to determine the amount of financial aid that a student "earned" for an academic semester when the student does not complete at least one course within that semester. When the "earned" aid is less than the disbursed aid, the institution and student are responsible for returning the "unearned" disbursed funds to the appropriate agency.

## **General Information**

- Any student who does not complete at least one course within an academic semester for which financial aid is received, or could have been received, will be reviewed for a Return of Title IV Funds calculation. This includes students who drop, officially or unofficially withdraw, are dismissed or take a leave of absence during a semester.
- The U.S. Department of Education (ED) also requires Siena Heights University to perform a Return of Title IV Funds calculation for any student enrolled in multiple parts of a term who ceases attendance during the

first part of the term, unless the student provides written confirmation of future attendance for the second part of the term courses.

- The Federal Return of Title IV Funds policy determines the amount of aid earned by dividing the number of calendar days up to the withdrawal date by the total number of calendar days in the enrollment period.

## The Calculation

- The Return of Title IV Funds is based on the premise that students "earn" financial aid for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have "earned" 40 percent of his or her aid.
- **Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.**

The "unearned" portion of aid is refunded to the appropriate programs in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- TEACH Grant Funds

## Calculating "Earned" Institutional Aid

- Siena Heights University uses the results from the Federal Return of Title IV calculation to determine the amount of earned institutional aid a student is eligible to receive.
  - Example: If a student earned 50% of their federal aid (as determined by the federal calculation), the institutional scholarships and grants will also be reduced to 50%.

## Cost of Attendance/Student Budgets

The Financial Aid department calculates budgets for every student who applies for aid in order to determine a student's need. The cost of attendance includes the current rate of tuition and room and board as well as an estimation of costs of books, transportation, and personal expenses.

When a student completes the FAFSA, the federal government determines the amount that a student has available from their own/family's resources to help pay for college expenses. This is called the Expected Family Contribution (EFC).

We use the EFC to determine how much financial aid students are able to receive by using the following formula:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ - \text{Expected Family Contribution (EFC)} \\ \hline = \text{Financial Need} \end{array}$$

The total amount of need based financial aid a student receives cannot exceed their Financial Need and the total amount of aid from all programs and resources cannot exceed the Cost of Attendance/Student Budget.

Siena Heights University administers student financial assistance in compliance with all applicable state and federal regulations as well as those pertaining to non-discrimination on the basis of sex, race, color, religion, age, handicap, national or ethnic origin.

## **Graduate Assistantships**

To qualify for a graduate assistantship, the student must be fully admitted as a degree-seeking student in an SHU Graduate College program at the time of appointment.

## **Academic Scholarships: Full-Time Adrian Campus Undergraduate Students Only (College of Arts & Sciences)**

### **Trustee Tuition Scholarship**

Siena Heights University's most selective scholarship. To be eligible, applicants must possess a minimum GPA of 3.5 or higher and partake in a campus interview. The scholarship is renewable for up to four years provided students maintain satisfactory academic progress and minimum cumulative Siena GPA of 3.2 or higher.

### **Presidential and Dean Scholarships**

The Presidential and Dean Scholarships are for highly qualified first-time freshmen who possess a minimum GPA of 3.5 or higher. Students must also partake in a campus interview. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 3.0 or higher.

### **Honor Scholarship**

This award is for highly qualified first-time freshmen who have earned a 3.25 GPA, and are actively involved in high school and community co-curricular activities. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 2.8 or higher.

### **Transfer Scholarship**

This award is for students who have a minimum cumulative GPA of 2.75 from the college(s) they are transferring from. This scholarship is renewable provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 2.5 or higher.

### **Phi Theta Kappa**

This award is for members of Phi Theta Kappa transferring to Siena Heights University with a minimum 3.5 GPA. Official transcripts are required. This award is renewable provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 3.5 or higher.

### **International Student Scholarship**

International high school senior students with a 3.0 cumulative GPA or higher. Recipients must meet all admissions requirements for SHU. Applicants must have their transcripts evaluated by an authorized credential evaluation service such as WES, AACRAO, or ECE and provide equivalency on a 4.0 GPA scale. Students who have been involved in community service projects are encouraged to apply. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA and be in good standing with SEVP and University requirements for International Students. ESL (English as a Second Language) students are not eligible for scholarships.

### **International Transfer Student Scholarship**

Transfer students from two- or four-year colleges or universities with a 2.75 cumulative GPA or higher. Recipients must meet SHU's requirements for admission. Applicants must have their transcripts evaluated by an authorized credential evaluation service such as WES, AACRAO, or ECE and provide a course-by-course equivalency on a 4.0 GPA scale. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 2.5 or higher. ESL (English as a Second Language) students are not eligible for scholarships.

### **Athletic Scholarships/Grant**

The Saints compete in the National Associate of Intercollegiate Athletics (NAIA) and offer athletic scholarships in 10 men's and 10 women's sports. Athletic scholarships and grants are awarded based on the recommendation of the individual sports head coach and in coordination with other gift assistance programs by the Office of Financial Aid. This award is renewable over four years provided students maintain athletic eligibility, satisfactory academic progress and continue to participate in the program.

### **Fine Arts Scholarships**

Siena Heights offers scholarships in the following performing arts:

- Art (including art history, art education, graphic design, & studio art),
- Music (including marching band, orchestra, choir),
- Theatre (including musical theater).

Scholarships are based on student auditions or portfolio reviews. Awards are determined by the directors of the individual programs and are communicated to the Office of Financial Aid. These scholarships are renewable over four years provided students maintain satisfactory academic progress, continues participation or maintains their major for which the award was given.

### **Campus Ministry Scholarship**

The Campus Ministry Scholars Program prepares leaders for church and society, leaders who are theologically grounded, community minded and religiously committed. Scholarship recipients will be in a position to work with the student body in building the campus faith community. Graduates of this program will be well-prepared for service and leadership at their own parish or church. Campus Ministry Scholarship awards are determined by the Campus Ministry Department and communicated to the Office of Financial Aid. This award is renewable provided students continue their involvement in the Campus Ministry program and maintains satisfactory academic progress.

### **Endowed Scholarships**

Through generous gifts from family, friends and alumni of Siena Heights University, various scholarship programs have been established. The awarding Individual contributors fund many academic scholarships provided by Siena Heights University. If a specific donor provides your scholarship, you will be notified during the year and given an opportunity to meet the donor.

Note: Academic scholarships and grants provided by the University are renewable annually provided the recipient is continuously enrolled as a full-time student on the CAS campus and maintains the minimum GPA required for each particular scholarship.

### **Grants: Full-Time Undergraduate Students (College of Arts and Sciences)**

#### **Siena Grant**

These grants may be awarded to students who demonstrate financial need. Grants are awarded for one academic year. Renewal is contingent upon current funding levels and the student's annual submission of the FAFSA, evidence of need, maintaining satisfactory progress and remaining in attendance for the full period for which the grant is awarded.

### **Opportunity Grant**

Students who file the FAFSA will be considered for this non-need based award. This award is renewable for up to four years. Renewal is contingent upon current funding levels, the student's annual submission of the FAFSA and maintaining satisfactory progress.

### **Legacy Grant**

High school seniors or transfer students who are the children, grandchildren, or sibling of a current Siena Heights student or Siena Heights alumnus will be considered for this award. This award is renewable provided the student is making satisfactory academic progress.

## **Federal Aid Programs**

### **Federal Supplemental Educational Opportunity Grants (FSEOG) Program**

The FSEOG may be awarded to full-time undergraduates whose FAFSA form indicates exceptional financial need. Awards are based on funds available at the time of application. Award amounts are limited and vary.

### **Federal College Work Study**

The federal government supports employment for financially needy students.

Awards are based on funds available at the time of application. This program encourages community service work and work related to each student's course of study, where applicable. Students are responsible for securing employment and perform job duties according to the position description. The number of hours a student may work each week is determined by the amount of the work study award. Assigned work hours may not conflict with class attendance or scheduled examinations. Failure to perform assigned duties satisfactorily may result in job termination. Work study earnings can be applied to session charges or paid directly to students according to the Student Pay Schedule established by Human Resources.

## **Full and Part-time Students – Undergraduate Students (College of Arts & Sciences and College for Professional Studies)**

### **Adrian Dominican Tuition Grant**

The Adrian Dominican Tuition Grant is a recognition award for nieces/nephews or grandnieces/nephews of current members of the Adrian Dominican Congregation. Verification of relationship by the aunt is expected. A completed Free Application for Federal Student Aid (FAFSA) is required for all tuition remission applicants. The FAFSA must be filed by June 30 of each year to ensure summer, fall, and winter sessions tuition remission benefits. Failure to meet this filing deadline will result in loss of eligibility of tuition remission for all three sessions. Eligible students may be awarded grants which could range between \$250 and \$1,000 per year, depending on the number of courses for which the student will enroll.

### **Federal Pell Grants**

Federal Pell Grants are awarded to undergraduate students who have exceptional financial need and do not have a prior Bachelor's degree. Students apply using the FAFSA and can receive no more than 12 sessions or the equivalent (roughly six years). The amount of this grant is determined by the Federal Government and can change yearly based on funding levels and calculated financial need from the FAFSA.

## **Michigan Tuition Grant and Competitive Scholarships**

Michigan residency of one year is required for all state aid programs. Assistance from each program is renewable for up to 10 sessions. The Tuition Grant and Scholarship Programs are need-based programs, and a student may not receive assistance from both sources during the same session. Both programs require filing the FAFSA, having the results sent to the state of Michigan and completing the state residency questions on the FAFSA. Students must also list Siena Heights as the first school choice on the FAFSA in order for the State of Michigan to guarantee payment.

## **Outside Aid**

Students may receive educational financial assistance from a variety of sources. Federal regulations requires that if a student receives the award because of postsecondary enrollment (for example, a scholarship from a local social club that requires a student to be attending a postsecondary school), it counts as estimated financial assistance when determining a student's overall financial aid eligibility. Estimated financial assistance includes any educational benefits paid because of enrollment in postsecondary education. This includes but may not be limited to Federal grants and loans, institutional grants and scholarships, State financial aid programs, outside scholarships, employer reimbursement of employee's tuition, waivers of tuition, federal work study funds, assistantships, AmeriCorps funds (except when packaging Direct Subsidized loans) and private student loans.

## **Outside Scholarships**

An outside scholarship is any scholarship not awarded by the government or the school, such as a scholarship provided by a private sector company, high school or community foundation. Outside scholarships are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "overaward situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education. Students are required to report any outside scholarships to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

## **Employer Payments or Reimbursements**

Employer tuition assistance includes a variety of employer-sponsored programs to help employees and their dependents pay for college. In many cases the funds received from these programs may be excluded from income and hence tax-free. Employer reimbursements or payments are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "overaward situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education.

Students are required to report any outside employer reimbursement or payments to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

## **Veteran's Benefits**

The State Approving Agency (SAA) has imposed the following requirements of Siena Heights University in order for students to receive veterans' benefits.

Failing Grade and Last Date of Attendance: A student receiving veteran's benefits who receives one or more failing or non-punitive grades (a non-punitive grade is an "I" or a "No Credit") must inform the Siena Heights University Veterans Certification Officer in writing of the last date of attendance in that class or classes. Veterans Certification is prepared in the Office of the Registrar.

Satisfactory Grade (cumulative GPA and probation: All graduate students receiving veterans' benefits must maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Failure to maintain a 3.0 GPA will result in the student being placed on probation or being suspended. A student who is placed on probation may not continue on probation more than one session in order to raise the cumulative GPA to that required for graduation and come off probation. If the student fails to come off probation, the U.S. Department of Veterans Affairs (USDVA) is notified in writing.

## **Return of Unearned Military Tuition Assistance (TA)**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, Siena Heights University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In instances when a Service member stops attending due to a military service obligation, Siena Heights University will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the University must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

This policy applies to all students receiving Military Tuition Assistance (TA) in Armed Forces recognized by the DOD.

Military Tuition Assistance (TA) is a benefit paid to eligible members of Armed Forces recognized by the DOD. Congress has given each service the ability to pay up to 100% for the tuition expenses of its member. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

To remain in compliance with the Department of Defense's policy, Siena Heights University will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

As an institution, the DOD will be billed after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Siena Heights University. We will only bill for the amount the student earned given their enrollment.

The return of unearned funds is based on the premise that students earn TA assistance for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have "earned" 40 percent of their assistance.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

## **Student Loan Programs**

All loans are OPTIONAL and may be DECLINED. Loan funds are disbursed directly to the University in at least two payments during the loan period. The Financial Aid Office notifies students when loan funds are received.

### **Federal Subsidized Stafford Loan**

Undergraduate students who demonstrate financial need (based on their FAFSA results) may be eligible for a Federal Direct Subsidized Loan. Interest is paid by the federal government during eligible in-school, grace and deferment periods. The subsidized loan does NOT accrue interest while the student is enrolled at least half-time. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The repayment period can be as long as 10 years. The Financial Aid Office will notify students, who are eligible to borrow a Subsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level and financial need.

### **Federal Unsubsidized Stafford Loan**

The unsubsidized loan is NOT based on Financial need. The student is responsible for paying the interest, which begins accruing as soon as the loan is disbursed. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The repayment period can be as long as 10 years. The unsubsidized loan DOES accrue interest while the student is in school. Students can make interest payments or let the interest capitalize. The Financial Aid Office will notify students, who are eligible to borrow an Unsubsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level, dependency status and financial need.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal PLUS program allows parents to borrow up to the cost of attendance minus estimated financial aid for the academic year for each dependent student enrolled at least half time. The borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis. The University determines maximum eligibility. The parent applicant will need to complete a Parent PLUS application and PLUS direct loan master promissory note yearly at StudentLoans.gov.

### **Loan Entrance/Exit Interviews**

First time Federal Direct Student Loan borrowers at Siena Heights must complete the online Loan Entrance Counseling and Quiz before loan funds can be disbursed. Completion of the Loan Entrance Counseling and Quiz is a federal requirement that discusses your rights and responsibilities as a Federal Direct Student Loan borrower. Please complete the online entrance counseling at StudentLoans.gov. We encourage you to print the confirmation page for your records. Once you have completed the online entrance counseling and quiz, we will receive an automated confirmation.

If you withdraw from Siena Heights prior to the completion of your program it is important that you contact the following offices: Financial Aid, Registrar, and your program advisor. This is to ensure that the school can provide you with the appropriate exit counseling.

Exit Counseling occurs during a student's expected year of graduation, at the time a student leaves school, or drops below half time enrollment status. Each borrower is given a summary of his/her total loan debt and detailed information regarding loan repayment. Exit Counseling can be completed by logging onto the StudentLoans.gov website.

### **Student Loan Deferment Processing**

Siena Heights University submits information on all attending students to the National Student Clearinghouse (NSC). This information is submitted by Siena Heights to the NSC four (4) times for Fall and Winter sessions, and three (3) times for Summer session. All lending agencies pull down this information from the NSC, as needed, to service their

lenders. Siena Heights does not supply this information directly to lending agencies. The lending agencies use this information to determine whether or not a student should begin repayment of their loan.

Students may be informed by their lender that they are going into repayment of their loan(s) for any of the following reasons:

1. They have used up their grace period.
2. They are no longer enrolled at an institution of higher education.
3. Their name missed the first submission of the session because they registered after the date of the first submission by Siena Heights to the NSC.

If any of the above circumstances happens, the student should call their lender to either make arrangements for payment, or to ask for a deferment form. Many lending agencies have this form on their web site. The student should complete the information on the form that is required by the lender and forward it to the Registrar's Office for completion. The form must have a fax number, e-mail address, or mailing address to return the form to the lender. The Registrar's Office will send this deferment to the lender.

## **Satisfactory Academic Progress Policy - All Colleges**

The Higher Education Act of 1976, as amended, requires Siena Heights University to develop and apply a consistent and reasonable standard of academic progress for all students who receive federal financial aid in order for those students to continue to receive such assistance. This standard must contain all elements specified in the regulations and must be at least as strict as the academic standards of the University used for all students.

The established guidelines (based on federal regulations) for evaluating a student's progress take into consideration cumulative Siena Heights grade point average and the number of credit hours attempted and completed.

The Financial Aid Office at Siena Heights University reviews student's satisfactory academic progress status at the end of each session, to include summer, fall, and winter.

In order to maintain satisfactory academic progress (to be in good standing academically) a student must do two things:

1. Qualitative Measure – Maintain a 2.0 cumulative GPA (undergraduate students), or a 3.0 cumulative GPA (graduate students); and
2. Quantitative Measure – Successfully complete (i.e., pass) 2/3 of the credit hours attempted.

*Maximum Timeframe (150% Rule)*

Students are not permitted to receive federal student aid for a period no longer than 150 percent of the published length of the program.

*Grade point averages* are calculated by dividing total quality points by quality hours. Hours for courses for which grades of CR, NC, or W are excluded from the hours attempted to obtain *quality hours*.

*Hours successfully completed* includes all credit hours attached to course grades of A, B, C, D, and CR. *Hours attempted* includes those successfully completed as well as those attached to courses in which grades of E, I, IP, W, NC, WF, and WE were assigned.

*Failure to achieve satisfactory academic progress* will result in warning, probation, or suspension and will affect eligibility for financial aid.

## **Satisfactory Academic Progress Warning**

If it is determined that a student has not met the Satisfactory Academic Progress requirements, students will be placed on a financial aid *warning* and be allowed one additional session with which to meet SAP requirements in order to remain eligible for financial aid.

## **Satisfactory Academic Progress Suspension**

Students who do not meet satisfactory academic progress requirements at the end of the financial aid warning period will be placed on a financial aid *suspension* and will not be eligible for financial aid without appealing.

## **Satisfactory Academic Progress Academic Plan & Appeal Procedure**

Any student denied financial aid due to the policy may appeal to the Office of Financial Aid. An appeal application and instructions will be included with the SAP notification letter from the Office of Financial Aid. Students wishing to appeal will be required to submit a formal letter explaining why he or she is not currently making Satisfactory Academic Progress. The letter should also include the student's plan to sufficiently improve their academic status. Students will also be required to meet with their academic advisor to review their academic plan and sign off on the student's appeal application. Appeal applications should be submitted to the Office of Financial Aid prior to the start of term and must be submitted prior to the end of the second week of the term for which they are applying. After an application for appeal is received, the student will be notified in writing of the results of the Satisfactory Academic Progress Appeal. *Reinstatement of aid for a subsequent period will be determined on an individual basis.*

Students who do not meet the terms of satisfactory academic progress, and who either elect not to file an appeal, or who failed to meet the terms of their financial aid academic plan will be required to meet the Satisfactory Academic Progress standards before regaining eligibility for financial aid.

## **Satisfactory Academic Progress Probation**

Students will be assigned this status if they fail to meet satisfactory academic progress but successfully appeal. Students will be permitted to receive financial aid for one additional term with continued eligibility to be reviewed and determined at the term's end. Students on SAP financial aid probation are monitored for improvements and are required to adhere to their terms and conditions of probation.

## **Incompletes, Withdrawals, Failures and Repetitions**

Classes graded with failure ("E"), "incomplete", "no credit", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Repeated courses will count toward academic progress.

## **Transfer Credit, Siena Heights Credit Hours and Academic Program**

When determining if a student is within the requirements of Siena Heights' Satisfactory Academic Progress policy, the Financial Aid Office will consider credit hours that are accepted by the Registrar's Office as transfer credit or that were taken at Siena Heights, and that are applicable to the student's academic program. The number of transfer credit hours accepted will be used to calculate a student's remaining eligibility according to the maximum timeframe standard (150% rule) and will be included in the quantitative calculation which includes number of credits attempted and completed. Transfer credit grades are not considered in a student's GPA. The GPA used for Satisfactory Academic Progress policy only considers classes taken at Siena.

## **Student Accounts Information**

Tuition, Fees, and Room and Board charges are available on Siena's website under Student Accounts via Tuition and Fee Rates, Fee Schedule.

Course and fees statements are available on the MySiena student portal upon registration. Payment options are available and outlined within "Financial Agreements" that are provided each session on the Student Accounts page on Siena's website.

Tuition and Housing Refund Policies establish the amount you will be charged for the session if you drop or withdraw. Students who drop or withdraw from individual classes after the first week of class without completely withdrawing from Siena Heights University will not receive monetary credit for any charges. Add/Drops that will not change the total number of enrolled hours need to be completed on the same Add/Drop form on the same calendar day.

If a student withdraws completely from Siena Heights University, the payment agreement made at the time of registration is still in effect, subject to the following schedule for refund of tuition. Housing refunds are independent of the tuition refund schedule and are published on Siena's website under Residence Life Policies/Housing Refunds. Fees such as Technology, Activity, Compliance, and Course Fees are non-refundable.

The percentage refund of charges for a complete withdrawal from Siena Heights University is determined by the following refund chart.

Weeks in Term							
Refund at End of Week	15	10	8	6	5	4	3
1	100%	100%	100%	100%	100%	100%	100%
2	90%	80%	70%	70%	60%	50%	0%
3	80%	70%	60%	50%	0%	0%	0%
4	70%	60%	50%	0%	0%	0%	0%
5	0%	0%	0%	0%	0%	0%	0%
6	0%	0%	0%	0%	0%	0%	0%
7	0%	0%	0%	0%	0%	0%	0%
8	0%	0%	0%	0%	0%	0%	0%

Refund of Tuition and Housing charges are a different calculation than the Return to Title IV calculation. The Return of Title IV Funds Policy calculates how much Federal financial aid you are eligible to keep to help pay your charges. Therefore, all calculations must be completed before you will know your final account balance.

Unresolved accounts after the end of the appropriate payment deadline will be assessed a deferred payment fee as itemized in the Tuition and Fees schedule. Settlement of a student's account includes either payment in full or use of a university-endorsed payment plan. Students who have not satisfied all payment requirements by the end of the add/drop period may be administratively dropped from courses for non-payment and their account referred to a collection agency.

A financial hold will be placed on the academic records of present and former students who have an outstanding account balance with the University. Some financial holds will restrict individuals from registering for classes or receiving any academic documentation (i.e. grades, transcripts, diplomas, or certification of coursework) until the financial obligation has been paid in full.

If the balance is paid with cash, cashiers or certified check, or credit card, the financial hold will be lifted within 24 business hours. If a balance is paid with a personal check, the financial hold will remain on the account for seven business days or until notification is provided that the funds have cleared the bank.

It is each student's responsibility to stay informed of all registration and fee payment deadlines. Payment deadlines are posted on the Student Accounts website ([https://mysiena.sienaheights.edu/ics/Departments\\_and\\_Offices/Student\\_Financial\\_Services/Default\\_Page.jnz](https://mysiena.sienaheights.edu/ics/Departments_and_Offices/Student_Financial_Services/Default_Page.jnz)). The "Financial Agreement" provided each session on the Student Accounts page of Siena's website also itemizes payment due dates.

Financial holds do not restrict currently enrolled students from accessing the Siena network of student activities. Some financial holds will restrict individuals from future registration and receiving any academic documentation (i.e. grades, transcripts, diplomas, or certification of coursework) until the financial obligation has been paid in full.

Grant and scholarship dollars received during the calendar year which exceed your costs for tuition, fees, and books may need to be reported as income on your Federal Income Tax return. Please consult with your tax preparer or [www.irs.gov](http://www.irs.gov).

The 1098-T form is used by eligible educational institutions to report yearly information about their students to the IRS as required by the Taxpayer Relief Act of 1997. This form is information only. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice. While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all of the information needed to claim a tax credit. There is no IRS requirement that you must claim the tuition and fees deduction or an education credit. Claiming education tax benefits is a voluntary decision for those who may qualify.

## All Programs

### Program Code

A.A.	Associate of Arts	B.F.A.	Bachelor of Fine Arts
A.A.S	Associate of Applied Science	B.S.	Bachelor of Science
A.S.	Associate of Science	B.S.N.	Bachelor of Science in Nursing
B.A.	Bachelor of Arts	B.S.W.	Bachelor of Social Work
B.A.S.	Bachelor of Applied Science	M.A.	Master of Arts
B.B.A.	Bachelor of Business Administration	M.B.A.	Master of Business Administration

## Undergraduate Majors

### Accounting, A.A.

[Click here for additional program information.](#)

## Course Requirements

Program Requirements: 23 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**

- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC 361 Managerial Cost Accounting **3 credit hours**
- Approved Electives **6 credit hours**

Cognate Requirements: 12 Credit Hours

- BAM 201 Business Communications **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Total for Major: 35 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 11-12 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

1. See specific Business and Management Division requirements.

### **Accounting, B.B.A.**

[Click here for specific Business and Management Division requirements.](#)

Course Requirements for Major

Program Requirements: 32 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC 361 Managerial Cost Accounting **3 credit hours**
- ACC 441 Auditing **3 credit hours**
- ACC 451 Federal Taxation-Individual **3 credit hours**
- ACC 460 Advanced Accounting/Not for Profit **3 credit hours**

Accounting Electives: 6 Credit Hours

(Select two)

- ACC 350 Fraud Examination **3 credit hours**
- ACC 376 Accounting Information Systems **3 credit hours**
- ACC 452 Federal Taxation - Business **3 credit hours**

- ACC 463 Financial Statement Analysis **3 credit hours**
- ACC 480 Internship Experience
- ACC 485 Special Topics

Cognate Requirements: 27 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- BAM 340 Legal Environment Of Business **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose 3 courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 59 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 32 Credit Hours

Total For Degree: 120 Credit Hours

Other Requirements

1. See specific Business and Management Division requirements.

Concentrations

Health Care Management: 15 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 Credit Hours**

#### Information Technology Management : 15 Credit Hours

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 Credit Hours**

#### Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One approved ACC, BAM, ECO, FIN, MGT or MKT Elective: **3 Credit Hours**

#### Finance: 15 Credit Hours

- Two approved business electives other than FIN: **6 Credit Hours**  
Choose three of the following courses: **9 Credit Hours**
- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- FIN 463 Financial Statement Analysis **3 credit hours**

#### International Business: 16 Credit Hours

- One semester of a language: **4 Credit Hours**
- One approved business elective: **3 Credit Hours**
- BAM 470 International Business Environment **3 credit hours**  
or
- ECO 342 Comparative Economic Systems **3 credit hours**  
or
- MKT 470 Global Marketing **3 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**

- FIN 450 International Finance **3 credit hours**

#### Management: 15 Credit Hours

- Three management courses above MGT 302 : **9 Credit Hours**
- Two approved business electives other than MGT, at least one at 300/400 level: **6 Credit Hours**

#### Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 : **9 Credit Hours**
- Two approved business electives other than MKT, at least one at 300/400 level: **6 Credit Hours**

### **Applied Mathematics, B.S.**

#### Course Requirements for Major

##### Program Requirements: 45 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**
- MAT 282 Differential Equations **4 credit hours**
- MAT 292 Multivariable Calculus **4 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 396 Junior Seminar **1 credit hours**
- MAT 440 Probability And Statistics **3 credit hours**
- MAT 460 Numerical Analysis **3 credit hours**
- MAT 462 Introduction To Real Analysis **3 credit hours**
- MAT 495 Senior Seminar I **1 credit hours**
- MAT 496 Senior Seminar II **1 credit hours**

#### Areas of Specialization

(choose one)

##### Computer Science: 21 Credit Hours

- CIS 140 Programming I **3 credit hours**
- CIS 240 Programming II **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 353 Systems Analysis **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**

- CIS 450 Programming Languages **3 credit hours**
- Approved Elective (300/400 level) **3 credit hours**

Science: 22 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- Science w/Lab **4 credit hours**
- PHY 162 Physics II (Calculus Based) **4 credit hours**

Business: 23 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

Choose three courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Cognate Requirements: 10 Credit Hours

- CIS Approved Programming Language **3 credit hours**
- BAM 201 Business Communications **3 credit hours**  
or
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**

Total for Major: 79-81 Credit Hours

Liberal Arts Core Requirements: 25-32 Credit Hours

General Electives: 7-16 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Mathematics majors must earn a 2.1 g.p.a. in their major.

## **Art, B.A.**

### Course Requirements for Major

#### Program Requirements: 49 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ART 395 Portfolio **3 credit hours**
- ART 495 Senior Exhibition **1 credit hours**
- Approved Art Studio Electives **21 credit hours**

#### Art History Requirements

- Art History Requirements (Must include one course at the 300/400 level) **9 credit hours**

Total for Major: 49 Credit Hours

Liberal Arts: 35 Credit Hours

General Electives: 36 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. All Art students must successfully complete the Faculty Critique process beginning in the sophomore year.
2. All Bachelor of Arts students participate in a group exhibition.
3. Art majors must earn a grade of "C-" or better in all art and art history courses.
4. Any student wishing to continue in sequential art courses must have earned a grade of "C-" or higher in all designated prerequisites.

## **Art, B.F.A.**

### Course Requirements for Major

Program Requirements: 64 Credit Hours

Art Courses

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ART 395 Portfolio **3 credit hours**
- ART 495 Senior Exhibition **1 credit hours**
- Approved Art Studio Electives **12 credit hours**

Core Media Studies: 12 Credit Hours

Choose four (4) of the following (may not be double counted)

- ART 101 Introduction to Ceramics **3 credit hours**
- ART 113 Jewelry Making I **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 118 Introduction to Book Arts **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ARG 147 Introduction to Graphic Design **3 credit hours**
- ART 432 Materials and Methods - Strategies for Teaching Art **3 credit hours**

Approved Art Studio Conc. Courses: 21 Credit Hours

(Two courses must be at the 400 level) (Choose from Ceramics, Digital Media, Painting, Photography, Printmaking/Book Arts, or Sculpture/Metalsmithing)

Art History Courses: 12 Credit Hours

- ARH 246 History of Graphic Design **3 credit hours**  
or
- ARH 248 History of Architecture **3 credit hours**
- ARH 440 Late Twentieth-Century Art **3 credit hours**
- Any two other Art History Courses (may not double count) **6 credit hours**

Cognate Requirements: 12 Credit Hours

- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- Nine hours from: Mathematics, Science, Social Science, Literature, History, Philosophy, Religious Studies, or Foreign Language (Students may not double count these courses. They must be in addition to the Liberal Arts requirements) **9 credit hours**

Total for Major: 88 Credit Hours

Liberal Arts: 22-23 Credit Hours

General Electives: 9-10 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Sculpture that is taken to satisfy foundation requirements may also be counted in the Sculpture/Ceramics concentration.
2. Drawing that is taken to satisfy foundation requirements may also be counted in the Painting and Drawing concentration.
3. Digital Concepts that is taken to satisfy foundation requirements may also be counted in the Digital Media concentration.
4. All Art students must successfully complete the Faculty Critique process beginning in the sophomore year.
5. All Bachelor of Fine Arts students must complete a one-person exhibition.
6. Art majors must earn a grade of "C-" or better in all art and art history courses.
7. Any student wishing to continue in sequential art courses must have earned a grade of "C-" or better in all designated prerequisites.

## Transfer Student Requirements

- A. Residency requirements for transfer students in Art:
  1. Transfer students for the Bachelor of Arts degree must:
    - a. Take a minimum of twelve credit hours in studio at Siena Heights University.
  2. Transfer students for the Bachelor of Fine Arts degree must:
    - a. Take ART 495 Senior Exhibition and have a one-person show.
    - b. Take a minimum of fifteen credit hours in studio at Siena Heights University.
    - c. Have a faculty critique before the senior project exhibition.
  3. Transfer student portfolios
    - a. Transfer students should present a portfolio of studio work to the Art Department Chair for placement into the correct studio level and complete a Siena Heights library skills assessment.

## Art, Visual Arts Education K-12 Certification, B.A.

### Course Requirements for Major

#### Program Requirements: 16 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ART 495 Senior Exhibition **1 credit hours**

#### Art History Requirements: 12 Credit Hours

- Must include one course at the 300/400 level
- Must include ARH 230 Non-Western Topics

#### Approved Studio Electives

- ART 115 Introduction to Painting **3 credit hours**

- Must select an advanced level course from Ceramics, Painting, or Sculpture/Metalsmithing, or Printmaking/Book Arts **3 credit hours**
- Must include four (4) courses in a studio concentration **12 credit hours**

#### Art Education Requirements: 12 Credit Hours

- ART 352 Art in The Elementary and Middle School **3 credit hours**
- ART 372 Secondary Methods in Art Education **3 credit hours**
- ART 432 Materials and Methods - Strategies for Teaching Art **3 credit hours**
- ART 433 Teaching Art to Children - A Practicum **3 credit hours**

#### K-12 Teacher Education Course Requirements: 36-40 Credit Hours

- EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 301 Perspectives In American Education **3 credit hours**
- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours**
- EDU 321 Technology For Educators **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**
- EDU 349 Culture And Diversity In Schools **3 credit hours**
- EDU 351 Educational Psychology **3 credit hours**
- EDU 360 Education Practicum **3 credit hours** \* (Must be taken the same session as EDU 371/EDU 372)
- EDU 371 Elementary Core Education Methods **4 credit hours**
- or
- EDU 372 Secondary Education Methods **3 credit hours**
- EDU 480 Student Teaching **7-10 credit hours** \*
- EDU 495 Student Teaching Seminar **2 credit hours** \*

Total for Majors: 94-98 Credit Hours

Liberal Arts: 35 Credit Hours

Total for Degree: 129-133 Credit Hours

#### Other Requirements

1. \*Denotes courses, which are required to be taken in residence at the Siena Heights University Adrian campus. EDU 480 is a residency requirement and all student teaching placements should be made in Lenawee, Hillsdale, or Monroe County.
2. Grade Point Average Requirement: Students must earn a 3.0 grade point average in their education courses and have a cumulative grade point average of 3.0 at the time of application for student teaching.
3. **The Michigan Teacher Certification Regulations require that students take forty (40) credit hours of general or liberal education.** These courses are intended to serve the same purpose as Siena Heights University's Liberal Arts Studies, that is, to ensure that a prospective teacher has some background in each of the traditional academic disciplines.
4. For information regarding the certification pathway see the Education Handbook.
5. All Art students must successfully complete the Faculty Critique process beginning in the sophomore year.
6. All Bachelor of Arts students participate in a group exhibition.
7. See Certification Pathway for all Education Certification requirements.

## **Associate of Applied Science/Inverted Majors, A.A.S**

### **Associate of Applied Science Degree**

The Bachelor of Applied Science (B.A.S.) and the Associate of Applied Science (A.A.S.) are career-oriented degree programs structured on the "inverted major" concept, which builds an individually designed academic degree program around the approved technical, allied health, public safety, or occupational "major" the student already has completed. In most cases, students receive no additional training in the major from Siena Heights University; instead, they complete their Siena Heights University degree by completing liberal arts courses and other course work appropriate to their prior learning and future goals.

Traditional and non-traditional credit options are possible for the inverted major. A major may be established and/or credit may be awarded for course work completed at accredited colleges and universities as well as approved technical, trade and allied health schools, and/or for professional experience, licensure, or college-equivalent prior learning. Options for earning prior learning credit include CLEP (College-Level Examination Program), Excelsior College Exams, Michigan Occupational Competency Assessment Exams (MOCAC), ACEP/ONSI (American Council on Education Program on Non-Collegiate Sponsored Instruction), military and police academy certification, among other testing programs. Transfer credit is determined individually; interested students should contact an academic advisor at one of Siena Heights University's degree completion centers.

B.A.S. and A.A.S. Degrees are appropriate for applied science majors in many areas. Several examples of qualifying applied science majors are highlighted below.

#### **Health Care Professions**

For persons trained in Radiologic Technology, Respiratory Therapy, Radiation Therapy, Dental Hygiene, Surgical Technology, Diagnostic Medical Sonography, Health Information Technology, Massage Therapy, Nuclear Medicine Technology, Medical Assisting, Medical Laboratory Technology, Nuclear Medicine Technology, Neurodiagnostic Technology, Occupational Therapy Assisting, Physical Therapy Assisting, or Health Studies (Contract Major: Please consult with advisor).

#### **Public Safety Professions**

For persons trained in Law Enforcement, Fire Technology, Paramedic Technology, or Public Safety Studies (Contract Major: Please consult with advisor).

#### **Technical/Trade and Occupational Professions**

For persons trained in Aviation, Aviation Maintenance Technology, Automotive Technology, Climate Control Technology, Drafting and Design Technology, Electronics Technology, Industrial Technology, Nuclear Technology, Air Frame & Power Plant Technology, Energy Technology, Skilled Trades, or General Technology (Contract Major: Please consult with advisor).

#### **Specialized Occupational Professions**

For persons trained in Sign Language Interpreting, Administrative Office Systems, Computer and Information Systems Technology, Computer Aided Drafting & Design Technology, Culinary Arts, Legal Assisting, Media Technology, Veterinary Technology, or Occupational Studies (Contract Major: Please consult with advisor).

### **Inverted Majors/Applied Science Major Requirements**

Associate of Applied Science degree seekers must complete sixty (60) credit hours of college level credit, at least 18 of which must be from Siena Heights University. There is no upper-level requirement. All other requirements are the same.

## Value Added

The Siena Heights Liberal Arts Program with its learning outcomes is an additional way the University enhances value/additional competences to the BAS/AAS student's personal learning history. Many students add minors, even 2nd majors, and other sequences of study to achieve additional skills, competencies, depending on their own personal, unique life circumstances. BAS/AAS students also often have completed much new, specialized training beyond the learning experiences which comprise their BAS/AAS major. Wherever appropriate evaluative means exist Siena Heights awards additional credit for such college-level learning.

## **Bachelor of Applied Science/Inverted Majors, B.A.S.**

### Bachelor of Applied Science Degree

The Bachelor of Applied Science (B.A.S.) and the Associate of Applied Science (A.A.S.) are career-oriented degree programs structured on the "inverted major" concept, which builds an individually designed academic degree program around the approved technical, allied health, public safety, or occupational "major" the student already has completed. In most cases, students receive no additional training in the major from Siena Heights University; instead, they complete their Siena Heights University degree by completing liberal arts courses and other course work appropriate to their prior learning and future goals.

Traditional and non-traditional credit options are possible for the inverted major. A major may be established and/or credit may be awarded for course work completed at accredited colleges and universities as well as approved technical, trade and allied health schools, and/or for professional experience, licensure, or college-equivalent prior learning. Options for earning prior learning credit include CLEP (College-Level Examination Program), Excelsior College Exams, Michigan Occupational Competency Assessment Exams (MOCAC), ACEPONS (American Council on Education Program on Non-Collegiate Sponsored Instruction), military and police academy certification, among other testing programs. Transfer credit is determined individually; interested students should contact an academic advisor at one of Siena Heights University's degree completion centers.

B.A.S. and A.A.S. Degrees are appropriate for applied science majors in many areas. Several examples of qualifying applied science majors are highlighted below.

### Health Care Professions

For persons trained in Radiologic Technology, Respiratory Therapy, Radiation Therapy, Dental Hygiene, Surgical Technology, Diagnostic Medical Sonography, Health Information Technology, Massage Therapy, Nuclear Medicine Technology, Medical Assisting, Medical Laboratory Technology, Nuclear Medicine Technology, Neurodiagnostic Technology, Physical Therapy Assisting, or Health Studies (Contract Major: Please consult with advisor).

### Public Safety Professions

For persons trained in Law Enforcement, Fire Technology, Paramedic Technology, or Public Safety Studies (Contract Major: Please consult with advisor).

### Technical/Trade and Occupational Professions

For persons trained in Aviation, Aviation Maintenance Technology, Automotive Technology, Climate Control Technology, Drafting and Design Technology, Electronics Technology, Industrial Technology, Nuclear Technology, Air Frame & Power Plant Technology, Energy Technology, Skilled Trades, or General Technology (Contract Major: Please consult with advisor).

### Specialized Occupational Professions

For persons trained in Sign Language Interpreting, Administrative Office Systems, Computer and Information Systems Technology, Computer Aided Drafting & Design Technology, Culinary Art, Media Technology, Paralegal Studies, Veterinary Technology, or Occupational Studies (Contract Major: Please consult with advisor).

### Inverted Majors/Applied Science Major Requirements

To earn a Bachelor of Applied Science degree from Siena Heights University, a student must complete a total of 120 credit hours of college level credit, at least thirty (30) of which must be completed with Siena Heights. Within the 120 hours, a student must:

1. Present a qualifying BAS major.
2. Complete a minimum of thirty (30) credit hours at the 300/400 level, including at least 15 hours of upperlevel course work earned at Siena Heights.
3. Complete all applicable liberal arts requirements.
4. Maintain a minimum 2.0 grade point average in coursework from Siena Heights and demonstrate proficiency in writing and mathematics.

### Value Added

The Siena Heights Liberal Arts Program with its learning outcomes is an additional way the University enhances value/additional competences to the BAS/AAS student's personal learning history. Many students add minors, even 2nd majors, and other sequences of study to achieve additional skills, competencies, depending on their own personal, unique life circumstances. BAS/AAS students also often have completed much new specialized training beyond the learning experiences which comprise their BAS/AAS major. Wherever appropriate evaluative means exist, Siena Heights awards additional credit for such college-level learning.

### **Biology, A.S.**

#### Course Requirements for Major

##### Program Requirements: 20 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Elective **4 credit hours**

##### Cognate Requirements: 11-16 Credit Hours

- CHE Approved Electives **8-12 credit hours**
- MAT Approved Electives **3-4 credit hours**

Total for Major: 31-36 credit hours

Liberal Arts: 13 Credit Hours

General Electives: 11-16 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Students majoring in Biology must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements in the major).

### **Biology, B.S.**

#### Course Requirements for Major

Program Requirements: 35-36 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Electives **15-16 credit hours**
- BIO 395 Junior Seminar I **1 credit hours**
- BIO 396 Junior Seminar II **1 credit hours**
- BIO 495 Senior Seminar I **1 credit hours**
- BIO 496 Senior Seminar II **1 credit hours**

Cognate Requirements: 37 credit hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
  
- MAT 159 Precalculus **4 credit hours**  
or
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
  
- MAT 174 Data Analysis And Statistics **3 credit hours**
  
- MAT 244 Statistical Analysis And Design **3 credit hours**
  
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**

- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
or
- PHY 162 Physics II (Calculus Based) **4 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 72-73 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 19-20 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students majoring in Biology must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.
2. Biology majors must complete a 16-hour residency at Siena Heights, 12 credit hours of Siena Heights biology courses at the 300-level or higher, and the Junior and Senior Seminar series (BIO 395/BIO 396/BIO 495/BIO 496).
3. Students who are seeking teacher certification must take BIO 441 or BIO 443 as one of the four required Biology electives.
4. Students seeking teacher certification must also complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.
5. Students seeking secondary certification in teaching must also take NSC 110 Earth Science.
6. See Certification Pathway for all Education Certification requirements.

### **Business Administration, A.A.**

[Click here for additional program information.](#)

### Course Requirements for Major

Program Requirements: 32 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- BAM 201 Business Communications **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose 3 courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**

- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Approved Electives: 6 Credit Hours

- Any approved ACC, BAM, ECO, FIN, ITM, MGT or MKT electives.

Total for Major: 32 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 14-15 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

1. Student should complete any 12 credits in residence among the following: BAM 201, MGT 302, MKT 310, and 6-credits of approved electives.

### **Business Administration, B.B.A.**

[Click here for specific Business and Management Division requirements](#)

Course Requirements for Major

Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Elective Requirements: 15 Credit Hours

Any approved ACC, BAM, ECO, FIN, ITM, MGT or MKT electives. Twelve of these hours must be at the 300/400 level.

## Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Choose three courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. For Business Administration, Management, and Marketing majors, a minimum of 24 credits in the major must be completed at Siena Heights University. FIN 340 and BAM 479 must be completed at Siena Heights University.
2. Students may satisfy program elective requirements by completing any concentrations.
3. See specific Business and Management Division requirements.

## Concentrations

(12 credit hours at the 300/400 level)

Transfer students must complete at least 24 credits of Business Administration at Siena Heights University including FIN 340 and BAM 479

Accounting: 15 Credit Hours

- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- Two approved accounting electives **6 credit hours**

- One approved business elective other than ACC: **3 credit hours**

#### Digital Marketing: 15 credit hours

- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 485 Special Topics **1-3 credit hours**
- Two business electives other than Digital Marketing courses. **6 credit hours**

#### Economics: 15 credit hours

- ECO 342 Comparative Economic Systems **3 credit hours**
- ECO 460 Managerial Economics and Strategy **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- Two business electives other than Economics courses. **6 credit hours**

#### Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours** (with small business firm)
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One Approved ACC, BAM, ECO, FIN, MGT or MKT Elective: **3 credit hours**

#### Finance: 15 Credit Hours

- Two approved business electives other than FIN: **6 credit hours**

#### Three of the following: 9 Credit Hours

- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- FIN 463 Financial Statement Analysis **3 credit hours**

#### Health Care Management: 15 Credit Hours

(may not be available on the Adrian campus)

- HCM 301 Perspectives In Health Care Management **3 credit hours**

- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 credit hours**

### Information Technology Management: 15 Credit Hours

(may not be available on the Adrian campus)

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 credit hours**

### International Business: 16 Credit Hours

- 1 session of a language **4 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- One approved business elective: **3 credit hours**

One of the following:

- BAM 470 International Business Environment **3 credit hours**
- ECO 342 Comparative Economic Systems **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

### Management: 15 Credit Hours

- Three management courses above MGT 302 **9 credit hours**
- Two approved business electives other than MGT (at least one at 300/400 level) **6 credit hours**

### Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 **9 credit hours**
- Two approved business electives other than MKT (at least one 300/400 level) **6 credit hours**

## Chemistry, A.S.

### Course Requirements for Major

#### Program Requirements: 20 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE Approved Elective **4 credit hours**

Cognate Requirements: 10-16 Credit Hours

- MAT Approved Electives **6-8 credit hours**
- PHY Approved Electives **4-8 credit hours**

Total for Major: 30-36 Credit Hours

Liberal Arts: 13 Credit Hours

General Electives: 11-17 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

1. Students majoring in Chemistry must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.

## **Chemistry, B.S.**

Course Requirements for Major

Program Requirements: 38 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE 341 Physical Chemistry I **3 credit hours**
- CHE 342 Physical Chemistry II **3 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 351 Introduction To Computational Chemistry **1 credit hours**
- CHE 395 Junior Seminar I **1 credit hours**
- CHE 396 Junior Seminar II **1 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**
- CHE 495 Senior Seminar I **1 credit hours**
- CHE 496 Senior Seminar II **1 credit hours**
- CHE Approved Chemistry Elective **3 credit hours**

Cognate Requirements: 22 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**
- PHY 162 Physics II (Calculus Based) **4 credit hours**

- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 60 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 32 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students majoring in Chemistry must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements in the major).
2. Chemistry majors must complete a 16-hour residency and 12 credit hours of Siena Heights chemistry courses at the 200-level or higher and the Junior and Senior seminar series (CHE 395/CHE 396/CHE 495/CHE 496).
3. Students seeking teacher certification must take CHE 454 Biochemistry as a required chemistry elective.
4. Students seeking secondary certification in teaching must also take NSC 110 Earth Science, and complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.

### Child Development, A.A.

#### Course Requirements

Program Requirements: 24 Credit Hours

- CDV 115 Child Growth and Development **3 credit hours**
- CDV 165 Infant Toddler Curriculum **3 credit hours**
- CDV 245 Assessment In Early Childhood Education **3 credit hours**
- CDV 355 Programs For Young Children **3 credit hours**
- CDV 375 Administration Of Child Care Centers **3 credit hours**
- CDV 380 Child Development Practicum I **4 credit hours**
- CDV 395 Seminar In Child Development **1 credit hours**
- CDV 480 Child Development Practicum II **4 credit hours**

Cognate Requirements: 6 Credit Hours

- Approved Elective **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**

Total for Major: 30 Credit Hours

Liberal Arts: 16-17 Credit Hours

General Electives: 13-14 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Students pursuing the degree must earn a C- or better in each required course (including cognate requirements).
2. Students must have a 3.0 g.p.a. in the Child Development major program requirements.

### Child Development, B.A.

The Siena Heights University Child Development Program meets National Association for the Education of Young Children standards.

### Course Requirements for Major

Program Requirements: 26 Credit Hours

- CDV 115 Child Growth and Development **3 credit hours**
- CDV 165 Infant Toddler Curriculum **3 credit hours**
- CDV 245 Assessment In Early Childhood Education **3 credit hours**
- CDV 345 Early Literacy: Birth To 5 Years **3 credit hours**
- CDV 355 Programs For Young Children **3 credit hours**
- CDV 375 Administration Of Child Care Centers **3 credit hours**
- CDV 380 Child Development Practicum I **4 credit hours**
- CDV 395 Seminar In Child Development **1 credit hours**
- CDV 495 Research In Child Development **3 credit hours**

Cognate Requirements: 12 Credit Hours

- EDU 211 Health And Movement Education **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- TSC 343 Teaching Creative Dramatics **3 credit hours**

Choose Option I or Option II: 4-7 Credit Hours

#### Option I

Compatible to the related fields in psychology, social work, private and public child care centers, clinics, recreation, and the human services. Required for students not seeking elementary teacher certification:

- CDV 480 Child Development Practicum II **4 credit hours**

Choose one of the following:

- ART 352 Art in The Elementary and Middle School **3 credit hours**
- CDV 365 Family/Community Partnerships In Early Childhood **3 credit hours**
- MMM 120 Music Activities For Children **2 credit hours**

- PSY 342 Child And Adolescent Psychology **3 credit hours**

#### Option II:

Designed for students interested in preschool education and teaching early education grades. All students pursuing the Early Childhood-Child Development endorsement must complete the elementary comprehensive major for certification.

Total for Major: 42-45 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 46-49 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

1. TSC 101 Fundamentals Of Speech Communication strongly recommended.
2. Students majoring in Child Development must earn a C- or better in each required course (including cognate requirements) in the major.
3. Attainment of a 3.0 g.p.a. in the CDV major is a graduation requirement.

#### Elementary Endorsement with Early Childhood Emphasis (ZS)

#### Course Requirements

Program Requirements: 20 Credit Hours

- CDV 115 Child Growth and Development **3 credit hours**
- CDV 165 Infant Toddler Curriculum **3 credit hours**
- CDV 245 Assessment In Early Childhood Education **3 credit hours**
- CDV 355 Programs For Young Children **3 credit hours**
- CDV 375 Administration Of Child Care Centers **3 credit hours**
- CDV 380 Child Development Practicum I **4 credit hours**
- CDV 395 Seminar In Child Development **1 credit hours**

Cognate Requirements: 6 Credit Hours

- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**

Total for Endorsement: 26 Credit Hours

#### Other Requirements

1. All students pursuing the Early Childhood-Child Development endorsement must complete the elementary comprehensive major for certification.
2. Students pursuing an Early Childhood endorsement (ZS) must earn a C- or better in each required course including cognate requirements. Attainment of a 3.0 g.p.a. in the Early Childhood coursework is a graduation requirement.

## **Child Development, Montessori Education Concentration, Infant and Toddler 0-3 Years or Early Childhood 3-6 Years, B.A.**

### Course Requirements for Major

#### Montessori Requirements: 21 Credit Hours

\* Credit for 21 credit hours only applies to students enrolled in the Child Development Montessori BA degree.

- Montessori Training Institute (transfer credit) **9 credit hours**
- Montessori Year-Long Internship (transfer credit) **12 credit hours**

#### Program Requirements: 30 Credit Hours

- CDV 115 Child Growth and Development **3 credit hours**
- CDV 165 Infant Toddler Curriculum **3 credit hours**
- CDV 245 Assessment In Early Childhood Education **3 credit hours**
- CDV 345 Early Literacy: Birth To 5 Years **3 credit hours**
- CDV 355 Programs For Young Children **3 credit hours**
- CDV 375 Administration Of Child Care Centers **3 credit hours**
- CDV 380 Child Development Practicum I **4 credit hours**
- CDV 395 Seminar In Child Development **1 credit hours**
- CDV 480 Child Development Practicum II **4 credit hours**
- CDV 495 Research In Child Development **3 credit hours**

#### Cognate Requirements: 9 Credit Hours

- SED 344 Early Childhood and Special Education **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**

#### Approved Elective Recommendations: 3 Credit Hours

- PSY 342 Child And Adolescent Psychology **3 credit hours**  
or
- TSC 343 Teaching Creative Dramatics **3 credit hours**

Total for Major: 60 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 28 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students majoring in Child Development with a Montessori concentration must earn a C- or better in each required course (including cognate requirements) in the major.
2. Attainment of a 3.0 gpa in the CDV with a Montessori concentration major is a graduation requirement.

### Communications, B.A.

#### Course Requirements for Major

Program Requirements: 21 Credit Hours

- COM 111 Introduction To Communications **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- COM 352 History Of The Mass Media **3 credit hours**
- COM 396 Research Methods **3 credit hours**
- COM 480 Internship **3 credit hours**
- COM 495 Senior Tutorial **3 credit hours**

Cognate Requirements: 21-23 Credit Hours

- ENG 211 Rhetoric **3 credit hours**
- ENG 240 Introduction To Journalism **3 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- World Language **3-4 credit hours**
- World Language **3-4 credit hours**

Cognate Electives: Choose 6 hours from the following

- ENG 240 Introduction To Journalism **3 credit hours**
- ARH 435 Visual Culture **3 credit hours**  
or
- ENG 435 Visual Culture **3 credit hours**
- HUM 110 Intro To Ethnic And Gender Studies **3 credit hours**
- COM 285 Special Topics **3 credit hours**  
or
- COM 485 Special Topics **3 credit hours**

### Concentration

(Choose One)

### Professional Writing: 12 Credit Hours

- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENG 240 Introduction To Journalism **3 credit hours** (Cannot double count)
- ENG 272 Introduction To Editing A Literary Journal: Eclipse **2 credit hours**
- ENG 273 Introduction To Publishing A Literary Journal: Eclipse **1 credit hours**

And one of the following:

- ENG 242 Spectra **1 credit hours** 3 sessions required; 1 credit hour per session  
or
- ENG 362 Advanced Editing A Literary Journal: Eclipse **2 credit hours**  
and
- ENG 363 Advanced Publishing A Literary Journal: Eclipse **1 credit hours**

### Enterprise Communication: 13 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**
- BAM 201 Business Communications **3 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**

### Religious Communication: 12 Credit Hours

- PHI 201 Introduction To Philosophy **3 credit hours**  
or
- RST 102 Introduction To Christian Theology **3 credit hours**
  
- RST 314 World Religions **3 credit hours**
- RST 318 Values In Video **3 credit hours**
- PHI 361 Philosophy Of Religion **3 credit hours**

### Digital Communication: 18 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ARG 330 User Experience/User Interface Design **3 credit hours**

Choose three of the following: 9 Credit Hours

- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 243 Introduction to Video **3 credit hours**
- ART 344 Intermediate Video **3 credit hours**
- ART 346 Advanced Video **3 credit hours**
- ART 357 Intermediate Photography **3 credit hours**
- ART 457 Advanced Photography **3 credit hours**

Total for Major: 51-57 Credit Hours

Liberal Arts: 35 Credit Hours

General Electives: 28-34 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students must maintain a 2.0 g.p.a. or better in Program Requirements for their major.
2. Students must receive a 2.0 g.p.a. or better in their minor.

### **Community and Human Services, B.A.**

The Community and Human Services major is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences.

The Community and Human Services major is a multi-disciplinary program for persons interested - or already involved - in human service careers. This degree prepares students for a variety of career opportunities in the "helping" professions, where social service workers help strengthen the abilities and resources of others. Designed for students with some previous study and/or experience in the social sciences, the program offers a strong overview of the social service field and the role of the professional as an agent for positive social change in the community. Those students who wish to pursue a concentration in Family Systems studies should pay particular attention to their choice of electives and discuss their program with the academic advisor.

### Course Requirements

#### Course Requirements for Major

Prerequisites: 6 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**

Program Requirements: 21 Credit Hours

- CSV 320 Community And Human Service Systems **3 credit hours**
- CSV 460 Crisis Intervention **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- SOC 312 Marriage And Family Relations **3 credit hours**
- CSV 495 Community And Human Services Practice **3 credit hours**

Capstone Course

The following courses **MUST** be completed prior to taking CSV 495

- CSV 495 Community And Human Services Practice **3 credit hours**

- CSV 320 Community And Human Service Systems **3 credit hours**
- LAS 301 The Adult Learner **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**

Approved Electives: 12 Credit Hours

Four electives from a number of disciplines, including but not limited to CDV, CRJ, CSV, GER, PSC, PSY, SOC, SWK, must be approved by the Community and Human Services program coordinator. These electives are selected in consultation with the student's advisor and may enhance specific vocational interests. At least one approved elective (3 credit hours) must be taken at Siena Heights University.

OR:

Family Systems Concentration: 12 Credit Hours

- SOC 355 Investigative Techniques In Social Services **3 credit hours**
- PSY 312 Interventions With Children & Families (Ages 0-6) **3 credit hours**  
or
- PSY 313 Interventions With Children & Families (Ages 6-12) **3 credit hours**

Select two from the following courses:

- PSY 370 Psychology Of Aging **3 credit hours**
- PSY 432 Crisis In Adolescence **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY 452 Family Social Issues **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**

Total for Major: 39 Credit Hours

## Other Requirements

1. No "D" grades are allowed in the major. Eighteen (18) credit hour residency requirement in major.
2. CSV 320 and CSV 495 require an academic service learning component. Students will be required to participate in specific experiential learning which augments the traditional classroom environment. CSV 495 is considered the capstone course during which final learning outcome assessment will occur. A practicum service component of 100 clock hours is required for this course. Prerequisites must be carefully monitored.
3. Students working toward a Community and Human Services Degree who transfer Community and Human Services electives from other institutions may not count grades below 2.0 toward the twelve (12) hours. In addition, grades below 2.0 for the required prerequisites and core requirements do not apply.
4. All students must maintain a cumulative 2.50 g.p.a. in the major.

## Computer and Information Systems, A.A.

## Course Requirements

### Program Requirements: 24 Credit Hours

- CIS 140 Programming I **3 credit hours**
- CIS 240 Programming II **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 353 Systems Analysis **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**
- CIS 460 Web Development **3 credit hours**
- Approved Electives (300/400 level) **6 credit hours**

### Cognate Requirements: 6 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 30 Credit Hours

Liberal Arts: 13 Credit Hours

General Electives: 17 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Students must complete twelve (12) hours of 300/400 level CIS classes at Siena Heights University.

## **Computer and Information Systems, B.A.**

### Course Requirements for Major

#### Program Requirements: 24 Credit Hours

- CIS 140 Programming I **3 credit hours**
- CIS 201 Exploring Careers in CIS **1 credit hours**
- CIS 202 Developing Skills for Internships **2 credit hours**
- CIS 240 Programming II **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 353 Systems Analysis **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**
- CIS 460 Web Development **3 credit hours**
- CIS 495 Senior Project/Seminar **3 credit hours**

Electives: 12 Credit Hours (choose 4 from below)

- CIS 370 Network Operating Systems **3 credit hours**
- CIS 443 Data Communications **3 credit hours**
- CIS 450 Programming Languages **3 credit hours**
- CIS 465 Management Information Systems **3 credit hours**
- CIS 470 Data And Network Assurance **3 credit hours**
- CIS 480 Co-Op Work Experience **1-12 credit hours**
- Any approved 300/400 level elective **3 credit hours**

#### Cognate Requirements: 12 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- PHI 220 Introduction To Ethics **3 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 48 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 40 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

1. CIS majors are strongly encouraged to have a minor from another discipline. Any of the cognate requirements may count toward a minor.
2. CIS majors must earn a 2.1 g.p.a. in their major requirements.
3. CIS majors must register for the Senior Project Seminar in the first session of the senior year.
4. Students majoring in CIS who are transferring from other institutions may not count grades of "D" earned in CIS courses towards a CIS degree. Such students would need to either retake the course in which the "D" was earned, or substitute it with additional elective hours. Such a determination will be made on an individual basis by the CIS program coordinator.
5. Students must complete 18 CIS credits of CIS (section A) at Siena Heights University including CIS 495 for a CIS major.
6. Students must complete 18 hours of 300/400 level CIS courses at Siena Heights University.
7. Classes completed more than seven (7) years earlier cannot be transferred/applied toward a CIS degree.

#### **Criminal Justice, A.A.**

#### Course Requirements for Major

Program Requirements: 24 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**

- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours** \*
- CRJ 341 Law Enforcement And Community Relations **3 credit hours** \*
- CRJ 342 Criminology **3 credit hours**
- CRJ 440 Criminal Law **3 credit hours** \*
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours** \*
- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours** \*

Cognate Requirements: 6 Credit Hours

- PSC 130 American Democracy **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

Total for Major: 30 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 16-17 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

1. All students must submit an Application to Major and be accepted into the program.
2. All students must maintain a cumulative 2.50 g.p.a. in the major.
3. "D" grades are not allowed in Criminal Justice requirements or cognates.

**Criminal Justice, B.A.**

Course Requirements for Major

Program Requirements: 36 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 240 Report Writing For The Criminal Justice Professional **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours** \*
- CRJ 341 Law Enforcement And Community Relations **3 credit hours** \*
- CRJ 342 Criminology **3 credit hours**
- CRJ 395 Junior Seminar **3 credit hours** \*
- CRJ 440 Criminal Law **3 credit hours** \*
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours** \*

- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours** \*
- CRJ 480 Internship/Co-Op Work Experience **3-12 credit hours** \* \*\*
- CRJ 495 Senior Seminar **3 credit hours** \*

#### Cognate Requirements: 18 Credit Hours

- PSC 130 American Democracy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**  
or
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**

Total for Major: 54 Credit Hours

Liberal Arts: 34-37 Credit Hours

General Electives: 29-32 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

\*\*Before taking CRJ 480, be sure that you have fulfilled the prerequisite(s). Please see the course description for prerequisite(s).

1. All students must maintain a cumulative 2.50 g.p.a. in the major.
2. "D" grades are not allowed in Criminal Justice requirements or cognates.
3. Also see Probation, Parole & Community Corrections, B.A..

#### Education, Elementary Teacher Certification

[Click here for additional program information.](#)

This program is designed for those students interested in teaching pre-kindergarten through fifth grade (all subjects) and their major/minor academic areas in grades 6 through 8.

#### Course Requirements

## Teacher Education Requirements: 49-52 Credit Hours

- EDU 201 Principles Of Teaching In School And Society **3 credit hours** \*
- EDU 301 Perspectives In American Education **3 credit hours**
- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours**
- EDU 321 Technology For Educators **3 credit hours**
- EDU 349 Culture And Diversity In Schools **3 credit hours**
- EDU 351 Educational Psychology **3 credit hours**
- EDU 360 Education Practicum **3 credit hours**
- EDU 371 Elementary Core Education Methods **4 credit hours** \*
- EDU 480 Student Teaching **7-10 credit hours** \*
- EDU 495 Student Teaching Seminar **2 credit hours** \*
- LAN 201 Education Communication **3 credit hours**
- LAN 330 Developmental Reading **3 credit hours**
- LAN 332 Teaching Writing **3 credit hours**
- LAN 334 Strategies For Teaching Reading **3 credit hours**

## Grade Point Average Requirement

Students must earn a 3.0 g.p.a. in their education courses and have a cumulative g.p.a. of 3.0 at the time of application for student teaching.

## Michigan Teacher Certification Regulations

The Michigan Teacher Certification Regulations require that students take forty (40) credit hours of general or liberal education. These courses are intended to serve the same purpose as Siena Heights University's Liberal Arts Studies, that is, to ensure that a prospective teacher has some background in each of the traditional academic disciplines.

## Because of the Multiple Course Requirements

Because of the multiple course requirements in this program, students should plan on earning a minimum of 130-140 credit hours. Students may want to consider the following options: (1) taking 5 years to complete the degree; (2) going to summer school; (3) taking 18 hours several sessions.

## Concentration in Religious Studies: 12 Credit Hours

The Religious Studies concentration is designed specifically for students seeking certification in education and/or public service. This twelve-hour stand-alone concentration is for the student who wishes to add value to their major and to their life-long learning.

- RST 301 Theological Inquiry **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 372 Methods In Teaching Religion **3 credit hours**

## One of the following electives: 3 Credit Hours

- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**

- RST 410 Peacemaking **3 credit hours**

## Other Requirements

\*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus. EDU 480 is a residency requirement and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.

1. Please see additional information on the Education and Special Education page.

## Elementary Teacher Certification

### Option 1: Academic Major and Planned Minor

Choose one of the following approved academic majors: 40-47 Credit Hours

- Integrated Science
- Language Arts
- Mathematics

### Elementary Planned Minor

Course Requirements: 27-28 Credit Hours

- ART 352 Art in The Elementary and Middle School **3 credit hours**
- EDU 211 Health And Movement Education **3 credit hours**
- LAN 341 Integrated Language Arts **3 credit hours**
- MAT 150 Math For Elementary Teachers I **2 credit hours**
- MAT 151 Math For Elementary Teachers II **2 credit hours**
- MMM 120 Music Activities For Children **2 credit hours**
- NSC 373 Science Methods **3 credit hours**
- SST 373 Social Studies Methods **3 credit hours**
- TSC 343 Teaching Creative Dramatics **3 credit hours**
- World Language **3-4 credit hours**

Total for Major: 40-47 Credit Hours

Total for Minor: 30-31 Credit Hours

Liberal Arts: 32 Credit Hours

Education Core: 49-52 Credit Hours

Total for Degree: 142-162 Credit Hours

Option 2: Comprehensive Elementary Education Major with Endorsement in Child Development, Spanish, or Special Education (LD or CI).

## Course Requirements for Major: 43 Credit Hours

### Program Requirements

- ART 352 Art in The Elementary and Middle School **3 credit hours**
- EDU 211 Health And Movement Education **3 credit hours**
- ENG 113 Introduction To Literature **3 credit hours**  
or
- ENG 225 Introduction To Children's Literature **3 credit hours**
  
- ENG 221 English Grammar **3 credit hours**
- HIS 211 United States History **3 credit hours**
- LAN 341 Integrated Language Arts **3 credit hours**
  
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
  
- MAT 150 Math For Elementary Teachers I **2 credit hours**
- MAT 151 Math For Elementary Teachers II **2 credit hours**
- MMM 120 Music Activities For Children **2 credit hours**
- NSC 139 Science for Elementary Teachers **4 credit hours**
- NSC 373 Science Methods **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SST 373 Social Studies Methods **3 credit hours**
- TSC 343 Teaching Creative Dramatics **3 credit hours**

Total for Major: 49 Credit Hours

Endorsement Requirements for either CDV, SED or SPA: 21-41 Credit Hours

Liberal Arts: 22-35 Credit Hours

Education Core: 37-40 Credit Hours

Total for Degree: 129-165 Credit Hours

### Other Requirements

1. Please see additional information on the Education and Special Education page.

## **English, B.A.**

### Course Requirements for Major

Program Requirements: 27 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**

- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 343 British Literary History I **3 credit hours**
- ENG 345 British Literary History II **3 credit hours**
- ENG 349 U.S. Literary History **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
- ENG 445 Shakespeare **3 credit hours**
- ENG 495 Senior Tutorial **3 credit hours**

#### Cognate Requirements: 6-8 Credit Hours

- World Language **3-4 credit hours**
- World Language **3-4 credit hours**

#### Choose a Concentration

##### Literary Studies: 15 Credit Hours

Five English courses, At least two (2) selected from the Following:

- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- ENG 485 Special Topics **3 credit hours**

##### Secondary English Education: 17 Credit Hours

- ENG 150 Introduction To Creative Writing **3 credit hours**  
or
- ENG 211 Rhetoric **3 credit hours**  
or
- ENG 240 Introduction To Journalism **3 credit hours**  
or
- LAN 332 Teaching Writing **3 credit hours**
- ENG 221 English Grammar **3 credit hours**
- ENG 226 Adolescent Literature **3 credit hours**
- ENG 372 Secondary Methods **2 credit hours**

Two (2) electives selected from the following: 6 Credit Hours

- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- ENG 485 Special Topics **3 credit hours**

Total for Major: 48-52 Credit Hours

Liberal Arts: 35 Credit Hours

General Electives: 35-37 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students must earn a "C-" or higher in all courses taken for the major.
2. As seniors, students must demonstrate competency in their major through ENG 495.
3. Students seeking secondary teacher certification must also complete the appropriate English methods course ENG 372.
4. See Certification Pathway for all EDU certification requirements.

### English, Creative Writing, B.A.

#### Requirements for Major

Program Requirements: 39 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 270 Introductory Poetry Workshop **3 credit hours**
- ENG 271 Introductory Fiction Workshop **3 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
- ENG 485 Special Topics **3 credit hours**
- ENG 495 Senior Tutorial **3 credit hours**
- ENG Two (2) Literature courses at the 300/400 Level **6 credit hours**

Pick two (2) from the following: 6 Credit Hours

- ENG 340 Advanced Poetry Workshop **3 credit hours**
- ENG 342 Advanced Fiction Workshop **3 credit hours**
- ENG 344 Scriptwriting **3 credit hours**

Student Publications Requirements: 6 Credit Hours

- ENG 272 Introduction To Editing A Literary Journal: Eclipse **2 credit hours**
- ENG 273 Introduction To Publishing A Literary Journal: Eclipse **1 credit hours**

Select from the following:

- ENG 362 Advanced Editing A Literary Journal: Eclipse **2 credit hours**
- ENG 363 Advanced Publishing A Literary Journal: Eclipse **1 credit hours**  
or
- ENG 242 Spectra **1 credit hours** (taken 3 sessions)

Cognate Requirements: 6 Credit Hours

- World Language **6 credit hours**

Total for Major: 51 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 37 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. Students must earn a "C-" or higher in all courses taken for the major.
2. As seniors, students must demonstrate competency in their major through ENG 495.

## **Environmental Engineering, B.S.**

Course Requirements for Major

Program Requirements: 47 Credit Hours

- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 441 Terrestrial Ecology & Field Biology **4 credit hours**  
or
- BIO 443 Fresh Water Ecology And Field Biology **4 credit hours**
- ENR 140 Programming I **3 credit hours**
- ENR 249 Engineering Mechanics Statics **3 credit hours**
- ENR 259 Circuit Analysis **4 credit hours**
- ENR 359 Engineering Thermodynamics **3 credit hours**
- ENR 369 Mechanics of Materials **3 credit hours**
- ENR 395 Junior Seminar in Environmental Engineering I **1 credit hours**
- ENR 396 Junior Seminar for Environmental Engineering II **1 credit hours**
- ENR 495 Senior Seminar in Environmental Engineering I **1 credit hours**
- ENR 496 Senior Seminar in Environmental Engineering II **1 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 342 Industrial Ecology And Sustainability **3 credit hours**
- ENV 380 Environmental Certifications **2 credit hours**

- ENV 441 Environmental Regulations **3 credit hours**
- ENV 452 Hydrogeology **3 credit hours**

Cognate Requirements: 27 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**

Total for Major: 74 Credit Hours

Liberal Arts: 25 Credit Hours

General Electives: 21 Credit Hours

Total for Degree: 120 Credit Hours

### **Environmental Science, B.S.**

Course Requirements for Major

Program Courses: 26 Credit Hours

- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 122 Geology **4 credit hours**
- ENV 141 Climatology **3 credit hours**
- ENV 152 Oceanography **3 credit hours**
- ENV 395 Junior Seminar In Environmental Science I **1 credit hours**
- ENV 396 Junior Seminar In Environmental Science II **1 credit hours**
- ENV 450 Terrestrial Ecology & Field Biology **4 credit hours**
- ENV 451 Fresh Water Ecology and Field Biology **4 credit hours**
- ENV 495 Senior Seminar I **1 credit hours**
- ENV 496 Senior Seminar II **1 credit hours**

Cognate Requirements: 35 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**

- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
and
- PHY 161 Physics I (Calculus Based) **4 credit hours**  
or
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
and
- PHY 162 Physics II (Calculus Based) **4 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Choose one (1) sequence:

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**  
or
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**

Choose One (1) of the following options

Biology Option: 16 Credit Hours

- BIO 242 Plant Biology **4 credit hours**
- BIO 341 Entomology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO 360 Microbiology **4 credit hours**

Chemistry Option: 11 Credit Hours

- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE 341 Physical Chemistry I **3 credit hours**

Environmental Management: 11 Credit Hours

- ENV 342 Industrial Ecology And Sustainability **3 credit hours**
- ENV 380 Environmental Certifications **2 credit hours**
- Safety Training \*
- Hazardous Materials Transportation
- RCRA Hazardous Waste Generator
- Stormwater Operator
- ISO 14001
- ENV 441 Environmental Regulations **3 credit hours**
- ENV 452 Hydrogeology **3 credit hours**

Total for Major: 76-83 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 7-14 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

\* Exempt for those accepted into Law/Graduate School.

1. Environmental Science majors pursuing the Chemistry option must successfully complete MAT 181 and MAT 182, and are strongly encouraged to take PHY 161 and PHY 162.
2. Students majoring in Environmental Science must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.

### Global Studies, BA

#### Course Requirements for Major

Program Requirements: 31-33 credit hours

- HUM 110 Intro To Ethnic And Gender Studies **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- HIS 302 World Regional History **3 credit hours**
- HIS 480 Internship **3 credit hours**
- World Language: Two semesters of the same language: 6-8 credit hours

Choose One Concentration: 9 credit hours

#### Global Cultures

- ARH 230 Non-Western Topics **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- RST 314 World Religions **3 credit hours**

#### Global Politics

- PHI 220 Introduction To Ethics **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- GEO 303 Political Geography **3 credit hours**

Total for Major: 40-42 credit hours

Liberal Arts: 32 credit hours

General Electives: 46-48 Credit Hours

Total for Degree: 120 credit hours

## **Graphic Design, B.F.A.**

### Course Requirements for Major

Graphic Design Courses: 27 Credit Hours

- ARG 147 Introduction to Graphic Design **3 credit hours**
- ARG 243 Introduction to Video **3 credit hours**  
or
- ARG 246 Introduction to Animation **3 credit hours**
- ARG 247 Typography **3 credit hours**
- ARG 446 Integrative Design **3 credit hours**
- ARG 330 User Experience/User Interface Design **3 credit hours**
- ARG 347 Corporate Identity **3 credit hours**
- ARG 348 Publication Design **3 credit hours**
- ARG 442 Information Design **3 credit hours**
- ARG 448 Graphic Design Internship **3 credit hours**

Supportive Courses in Art: 40 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- Approved Art Studio Electives **12 credit hours**
- ART 395 Portfolio **3 credit hours**
- ART 495 Senior Exhibition **1 credit hours**

Select one of the following: 3 Credit Hours

(may not double count)

- ART 101 Introduction to Ceramics **3 credit hours**
- ART 113 Jewelry Making I **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 118 Introduction to Book Arts **3 credit hours**

- ART 432 Materials and Methods - Strategies for Teaching Art **3 credit hours**

Art and Design History Courses: 12 Credit Hours

- ARH 246 History of Graphic Design **3 credit hours**
- ARH 435 Visual Culture **3 credit hours**

Select two (2) courses from the following: 6 Credit Hours

- ARH 230 Non-Western Topics **3 credit hours**
- ARH 240 Ancient Art **3 credit hours**
- ARH 242 Film Study and Analysis **3 credit hours**
- ARH 244 Renaissance to Modern Art **3 credit hours**
- ARH 440 Late Twentieth-Century Art **3 credit hours**
- ARH 445 History of Photography **3 credit hours**

Cognate Requirements: 9 Credit Hours

- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Select two (2) courses from the following: 6 Credit Hours

(may not double count)

- BAM 201 Business Communications **3 credit hours**
- CIS 460 Web Development **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- COM 352 History Of The Mass Media **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**
- ENG 342 Advanced Fiction Workshop **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- Any World Language

Total for Major: 88 Credit Hours

Liberal Arts: 22-23 Credit Hours

General Electives: 9-10 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. All Art and Graphic Design majors must successfully complete the Faculty Critique process beginning in the sophomore year.
2. All Bachelor of Fine Arts students must complete a one-person exhibition.
3. Graphic Design majors must earn a grade of "C-" or better in all art and art history courses.
4. Any student wishing to continue in sequential art courses must have earned a grade of "C-" or better in all designated prerequisites.

## **Health Care Management, BAS**

### Requirements for Major

#### Pre-Requisite Courses: 6 Credit Hours

- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

#### Program Requirements: 18 Credit Hours

- 9 of the following 18 credit hours must be taken at SHU, including HCM 444.**
- HCM 301 Perspectives In Health Care Management **3 credit hours**
  - HCM 335 Information Technology in Health Care **3 credit hours**
  - HCM 336 Quality Improvement & Customer Service in Health Care **3 credit hours**
  - HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
  - HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
  - HCM 444 Strategic Planning In Healthcare Management **3 credit hours**

#### Cognate Requirements: 6 Credit Hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 452 Leadership **3 credit hours**

#### Electives: 9 Credit Hours (choose 3 from below)

- BAM 450 Women In Business **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

#### Total for Major: 39 Credit Hours

#### Other Requirements

1. The Health Care Management major is primarily for adult students in the College for Professional Studies, but may be available in the College of Arts and Sciences (CAS). CAS students should contact the program chair for more information if interested.
2. A minimum of eighteen (18) credit hours is required in the major at SHU. Of the 18 credit hour residency, 9 credit hours of Program Requirements must be completed at SHU including HCM 444 .
3. A minimum cumulative 2.5 G.P.A. is required in the major.
4. Students are required to have a minimum of two years related work experience or approval received by the program coordinator.

## **Health Care Management, BAS to MA**

The Online Bachelor to Master's Health Care program offers high-achieving students an opportunity to complete three (3) graduate level courses as part of the undergraduate Health Care Management major. Upon conferral of the Bachelor of Applied Science degree, students continue in the graduate program and complete the remaining graduate degree requirements in the Master of Arts, Leadership: Health Care Leadership Concentration. While some HCM courses are offered at the Metro Detroit campus, the Bachelor to Masters Health Care program will primarily be offered in a totally online format.

### Requirements for undergraduate Health Care Management Major

Pre-Requisite Courses: 6 credit hours

- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

Program Requirements: 24 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 336 Quality Improvement & Customer Service in Health Care **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- HCM 444 Strategic Planning In Healthcare Management **3 credit hours**
- LDR 602 Research And Professional Writing **3 credit hours**
- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 620 Information Systems Management **3 credit hours**

Electives: 9 Credit Hours (choose 3 from below)

- BAM 450 Women In Business **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

## Requirements for graduate Leadership; Health Care Leadership Major

### Common Core Courses: 15 Credit Hours

- LDR 601 Leadership Theory **3 credit hours**
- LDR 629 Overview Of U.S. Healthcare System **3 credit hours**
- LDR 630 Organizational Culture And Communication **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**

### Healthcare Leadership Concentration: 12 credit hours

- LDR 609 Health Care Systems Management **3 credit hours**
- LDR 625 Human Resource Management In Health Care **3 credit hours**
- LDR 650 Medical Law **3 credit hours**
- LDR 678 Practicum **3 credit hours**

### Other Requirements

1. A minimum of twenty-four (24) credit hours is required in the undergraduate major at Siena Heights University (SHU). LDR courses can be applied within this residency. Of the 24 credit hour minimum residency, 15 credit hours of Program Requirements must be completed at SHU including HCM 444.
2. A minimum cumulative 3.0 G.P.A. is required in the undergraduate Health Care Bachelor to Masters program.
3. LDR courses require a 3.0 (B grade) or higher completed at a senior status and require prior completion of HCM courses (and English LAS requirement).
4. Students are required to have a minimum of three (3) years related work experience or joint approval by the HCM program coordinator (undergraduate) and HCL program director (graduate).

*Note: The initial Health Care Management major is primarily for adult students in the College for Professional Studies, but may be available in the College of Arts and Sciences (CAS). CAS students should contact the program chair for more information if interested.*

### Liberal Arts 15-16 Credit Hours

### General Electives: 62-63 Credit Hours

### Total for Degrees: 147 Credit Hours

## **History, B.A.**

### Course Requirements for Major

### Program Requirements: 30 Credit Hours

- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**

- HIS 211 United States History **3 credit hours**
- HIS 300 Michigan History **3 credit hours**
- HIS 305 Historical Cases **3 credit hours**
- HIS 340 Historiography And Methodology **3 credit hours**
- HIS 495 Senior Seminar **3 credit hours**
- HIS Approved Electives **9 credit hours** (9 s.h. at 200+ level; 3 s.h. in each European, U.S., and Non Western/Global)

Cognate Requirements: 12 Credit Hours

- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- World Language **6 credit hours**

Total for Major: 42 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 40 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. No grade below a 2.0 g.p.a. in the major.

## **Humanities, B.A.**

Course Requirements for Major

Program Requirements: 3 Credit Hours

- HUM 495 Senior Seminar **3 credit hours**

Cognate Requirements: 27 Credit Hours

- Art History **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
- History (300 or 400 level) **3 credit hours**
- Literature (300 or 400 level) **3 credit hours**
- Music, Performing Arts, or additional Foreign Language **3 credit hours**
- Philosophy (300 or 400 level) **3 credit hours**
- Religious Studies (300 or 400 level) **3 credit hours**
- World Language **6 credit hours**

Approved Electives in Major: 18 Credit Hours

These are classes in the six areas listed above under distribution requirements, which are approved as electives for the individual student (excluding ENG 396). 6 s.h. must be at the 300 or 400 level.

Total for Major: 48 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 40 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. 21 credit hours of the major must be at the 300 or 400 level.
2. Grades below a 2.0 g.p.a. are not accepted in the major.
3. Minimum overall g.p.a. to graduate with this major is 2.5.

### **Integrated Science, B.A.**

#### Course Requirements for Major

Program Requirements: 49 Credit Hours

- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**
  
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
or
- PHY 162 Physics II (Calculus Based) **4 credit hours**
  
- CIS 140 Programming I **3 credit hours**
- NSC 295 Sophomore Seminar **1 credit hours**
- NSC 395 Junior Seminar **1 credit hours**
- NSC 495 Senior Seminar **1 credit hours**

Cognate Requirements: 10-11 Credit Hours

- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**

Total for Major: 59-60 Credit Hours

Liberal Arts: 19-25 Credit Hours

General Electives or Education Core for Certification: 30-41 Credit Hours

Total for Degree: 121-131 Credit Hours

### Other Requirements

1. Students seeking Michigan Department of Education (MDE) teacher certification must also complete the secondary professional education sequence. Those courses may count as general electives for those seeking the non-certification pathway.
2. Students seeking MDE teacher certification must apply, be accepted, and maintain all requirements set forth by Siena Heights University and the Division of Education.
3. Minimum g.p.a. of 3.0 is required for the major. See certification pathway for all education requirements.

## **Integrated Science, Elementary Education, B.A.**

### Course Requirements for Major

Program Requirements: 50 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO 441 Terrestrial Ecology & Field Biology **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**
- NSC 295 Sophomore Seminar **1 credit hours**
- NSC 373 Science Methods **3 credit hours**
- NSC 395 Junior Seminar **1 credit hours**
- NSC 495 Senior Seminar **1 credit hours**

Cognate Requirements: 7 Credit Hours

- MAT 159 Precalculus **4 credit hours**  
or
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**

Total for Major: 57 Credit Hours

Education Core: 35-38 Credit Hours

Planned Elementary Minor: 30-31 Credit Hours

Liberal Arts: 28 Credit Hours

Total for Degree: 150-154 Credit Hours

Other Requirements

1. The Elementary Integrated Science major is only for students seeking teacher certification.
2. For additional information please see Education pages.

### **Language Arts Non-Certification Pathway, B.A.**

Course Requirements for Major

Program Requirements: 16 Credit Hours

- LAN 201 Education Communication **3 credit hours**
- LAN 213 Introduction To Language Arts **3 credit hours**
- LAN 332 Teaching Writing **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**
- LAN 371 Strategies For Teaching Language Arts **3 credit hours**
- LAN 474 Language Arts Application **1 credit hours**

Cognate Requirements: 24 Credit Hours

- ENG 221 English Grammar **3 credit hours**
- ENG 225 Introduction To Children's Literature **3 credit hours**
- ENG 226 Adolescent Literature **3 credit hours**
- TSC 212 Oral Interpretation Of Children's Literature **3 credit hours**

Choose Four Cognate Electives: 12 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**

- ENG 211 Rhetoric **3 credit hours**
- ENG 240 Introduction To Journalism **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- MMM 114 Introduction To Music **3 credit hours**
- TSC 214 Voice And Diction **3 credit hours**
- TSC 242 Film Study And Analysis **3 credit hours**

Non-Certification Pathway: 18 Credit Hours

- LAN 330 Developmental Reading **3 credit hours**
- LAN 334 Strategies For Teaching Reading **3 credit hours**

Approved Electives: 12 Credit Hours

Total for Major: 40 Credit Hours

Planned Elementary Minor: 30 Credit Hours

Liberal Arts: 32 Credit Hours

Total for Degree: 120 Credit Hours

## **Language Arts, B.A.**

Course Requirements for Major

Program Requirements: 16 Credit Hours

- LAN 201 Education Communication **3 credit hours**
- LAN 213 Introduction To Language Arts **3 credit hours**
- LAN 332 Teaching Writing **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**
- LAN 371 Strategies For Teaching Language Arts **3 credit hours**
- LAN 474 Language Arts Application **1 credit hours**

Cognate Requirements: 24 Credit Hours

- ENG 221 English Grammar **3 credit hours**
- ENG 225 Introduction To Children's Literature **3 credit hours**
- ENG 226 Adolescent Literature **3 credit hours**
- TSC 212 Oral Interpretation Of Children's Literature **3 credit hours**

Choose four (4) from the list below: 12 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**

- ENG 211 Rhetoric **3 credit hours**
- ENG 240 Introduction To Journalism **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- TSC 214 Voice And Diction **3 credit hours**
- TSC 242 Film Study And Analysis **3 credit hours**
- MMM 114 Introduction To Music **3 credit hours**

Total for Major: 40 Credit Hours

Education Core: 35-38 Credit Hours

Planned Elementary Minor: 30 Credit Hours

Liberal Arts: 32 Credit Hours

Total for Degree: 137-140 Credit Hours

A concentration, not certification, in theatre is available for those students especially interested in teaching and working with elementary and middle school theatre. It can only be added to the existing language arts major. It cannot take the place of the need for a certifiable minor.

### Theatre Concentration

#### Course Requirements for Concentration

Program Requirements: 12 Credit Hours

- TSC 102 Introduction To Theatre **3 credit hours**
- TSC 103 Theatre Technology **3 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 355 Directing I **3 credit hours**

Total for Concentration: 12 Credit Hours

### Law and Politics, B.A.

#### Course Requirements for Major

Program Requirements: 18 Credit Hours

- PSC 101 Foundations Of Political Thought **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- PSC 265 United States Foreign Policy **3 credit hours**

- or
- PSC 270 International Relations **3 credit hours**
- PSC 380 Public Policy **3 credit hours**
- PSC 431 Law And Society **3 credit hours**
- or
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- or
- PSC 440 Constitutional Law II: Government Powers **3 credit hours**
- or
- CRJ 440 Criminal Law **3 credit hours**

#### Option for Honors: 3 Credit Hours

- PSC 495 Senior Seminar/Thesis **3 credit hours**

#### Cognate Requirements: 6 Credit Hours

- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**
- or
- MAT 143 Statistics And Society **3 credit hours**
- or
- MAT 174 Data Analysis And Statistics **3 credit hours**

#### Approved elective from 300/400 level: 3 Credit Hours

Anthropology, Criminal Justice, English, Environmental Studies, Geography, History, Philosophy, Political Science, Psychology, Religious Studies, Sociology.

#### Choose One (1) of the Following Options:

##### Emphasis on Politics Track: 12 Credit Hours

Approved courses (taken in any number of disciplines) that focus on two of the following areas:

- American Politics
- National Comparisons
- International Relations
- Policy and Policy Processes

##### Emphasis on Law Track: 15 Credit Hours

- PSY 270 Research Methods **3 credit hours**
- or
- SOC 341 Research In The Social Sciences **3 credit hours**
- PHI 211 Logic **3 credit hours**
- or

- PHI 311 Symbolic Logic **3 credit hours**
- Choose one (1) additional Philosophy course, any level: 3 credit hours

Choose two (2) additional law courses: 6 credit hours

- BAM 340 Legal Environment Of Business **3 credit hours**
- CRJ 440 Criminal Law **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- PSC 431 Law And Society **3 credit hours**
- PSC 440 Constitutional Law II: Government Powers **3 credit hours**

Total for Major: 39 Credit Hours

General Electives: 52 Credit Hours

Liberal Arts: 29 Credit Hours

Total for Degree: 120 Credit Hours

### **Management, B.B.A.**

[Click here for specific Business and Management Division requirements](#)

### Course Requirements for Major

Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management: **3 Credit Hours**
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT 357 OM: A Supply Chain Perspective **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**

- MGT 360 Human Resource Management **3 credit hours**  
or
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 365 Project Management **3 credit hours**  
or
- MGT 457 Managing Quality **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose one (1) elective from below: 3 Credit Hours

May not double count.

- BAM 450 Women In Business **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 357 OM: A Supply Chain Perspective **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 365 Project Management **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- MGT 450 Labor Relations **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MGT 457 Managing Quality **3 credit hours**
- MGT 480 Internship Experience **1-12 credit hours**
- MGT 485 Special Topics **1-3 credit hours**

Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Choose 3 courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Transfer students will take 24 major credits in residence – MGT 302, FIN 340, BAM 479, and all 15 major electives. Students who transfer the equivalent of MGT 302 will substitute an approved marketing elective ("validator") in residence. Management validators for MGT 302 are: BAM 340 , BAM 450 , MGT 357 , MGT 360 , MGT 361 , MGT 450 , MGT 452 , and MGT 457 .
2. See specific business and Management Division requirements.

### Marketing, B.B.A.

[Click here for specific Business and Management Division requirements.](#)

### Course Requirements for Major

Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
  
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
  
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 350 Consumer Behavior **3 credit hours**
- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 436 Marketing Research **3 credit hours**
- MKT 460 Marketing Management **3 credit hours**

Choose one of the following: 3 Credit Hours

- MKT 320 Marketing The Arts **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 455 Contemporary Sales Force Management **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**
- MKT 480 Internship Experience **1-12 credit hours**
- MKT 485 Special Topics **1-3 credit hours**

## Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

## Choose 3 courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Transfer students will take 24 major credits in residence - MKT 310 , FIN 340 , BAM 479 , and all 15 major electives.
2. Students who transfer the equivalent of MKT 310 will substitute an approved marketing elective ("validator") in residence. Marketing validators for MKT 310 include: MKT 320, MKT 350, MKT 351, MKT 455 , MKT 460 and MKT 470.
3. See specific Business and Management Division requirements.

## Mathematics, B.A.

### Course Requirements for Major

#### Program Requirements: 28 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**

- MAT 260 Discrete Mathematics **3 credit hours**
- MAT 282 Differential Equations **4 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 396 Junior Seminar **1 credit hours**
- MAT 495 Senior Seminar I **1 credit hours**

## Areas of Specialization

### Mathematics Education: 16-18 Credit Hours

#### Elementary Education

All of the Program Requirements listed above plus the following courses:

- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**
- MAT 460 Numerical Analysis **3 credit hours**
- MAT 150 Math For Elementary Teachers I **2 credit hours**
- MAT 151 Math For Elementary Teachers II **2 credit hours**

#### Secondary Education

All of the Program Requirements listed above plus the following courses:

- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**
- MAT 460 Numerical Analysis **3 credit hours**
- MAT 292 Multivariable Calculus **4 credit hours**
- MAT 372 Secondary Methods **2 credit hours**

### Pure Mathematics: 15 Credit Hours

All of the Program Requirements listed above plus the following courses:

- MAT 292 Multivariable Calculus **4 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**
- MAT 462 Introduction To Real Analysis **3 credit hours**
- MAT 485 Special Topics **1-3 credit hours**
- MAT 496 Senior Seminar II **1 credit hours**

Select one (1) elective from below: 3 Credit Hours

- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 440 Probability And Statistics **3 credit hours**
- MAT 460 Numerical Analysis **3 credit hours**

## Cognate Requirements: 10 Credit Hours

- CIS Approved Programming Language **3 credit hours**
- BAM 201 Business Communications **3 credit hours**  
or
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**

Total for Major: 57-59 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 36-39 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Mathematics Majors must earn a 2.1 g.p.a. in their major.
2. Mathematics majors must complete four (4) courses in Mathematics at the 200-level or higher at Siena Heights, and the Junior/Senior Seminar series (MAT 396/MAT 495 for those seeking education certification, or MAT 396/MAT 495/MAT 496 for all others).
3. Students seeking teacher certification must also complete the appropriate math methods course.

## **Multidisciplinary Studies, A.A.**

Arts & Humanities: 9 Credit Hours

Art, Communication Arts, English, Foreign Language, History, Music, Philosophy, and Religious Studies.

Natural Science and Mathematics: 8 Credit Hours

Biology, Chemistry, Computer and Information Systems, Physical Geography, Geology, Mathematics, Physical Anthropology, Physics, and must include one Lab Science.

Social & Behavioral Science: 9 Credit Hours

Cultural Anthropology, Economics, Cultural Geography, History, Political Science, Psychology, and Sociology.

Applied Science & Professional Studies: 9 Credit Hours

Accounting, Business Administration, Child Development, Community and Human Services, Criminal Justice, Economics, Education, Finance, Health Care Management, Management, Marketing, Multidisciplinary Studies, Public Services, Administration, Social Work, and Information Technology Management.

Total for Major: 35 Credit Hours

Liberal Arts: 16-17 Credit Hours

(Depends on courses selected in major)

General Electives: 8-9 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

1. A minimum of nine (9) credit hours at the 300/400 level distributed over 3 of the 4 categories must be taken with Siena Heights University.
2. No grades below a 2.0 g.p.a. allowed in the major.
3. No "Developmental Credit" allowed in the major.

### **Multidisciplinary Studies, B.A.**

The major in Multidisciplinary Studies is designed for students with several years of college experience in a variety of academic disciplines. The major requires 15 credit hours of credit in each of four areas: Arts & Humanities, Natural Science and Mathematics, Social & Behavioral Science, and Applied Science & Professional Studies.

Arts & Humanities: 15 Credit Hours

Art, Communication Arts, English, Foreign Language, History, Music, Philosophy, and Religious Studies.

Natural Science and Mathematics: 15 Credit Hours

Biology, Chemistry, Computer and Information Systems, Physical Geography, Geology, Mathematics, Physical Anthropology, Physics, and must include one Lab Science.

Social & Behavioral Science: 15 Credit Hours

Cultural Anthropology, Economics, Cultural Geography, History, Political Science, Psychology, and Sociology.

Applied Science & Professional Studies: 15 Credit Hours

Accounting, Business Administration, Child Development, Community and Human Services, Criminal Justice, Economics, Education, Finance, Health Care Management, Management, Marketing, Multidisciplinary Studies, Public Services, Administration, Social Work, and Information Technology Management.

Total for Major: 60 Credit Hours

## Liberal Arts

Students transferring 60 or more credit hours: **15-20 credit hours**

Students transferring less than 60 credit hours: **29-35 credit hours**

## General Electives

Students transferring in more than 60 credit hours: **40-45 Credit Hours**

Students transferring in less than 60 credit hours: **25-31 Credit Hours**

Total for Degree: 120 Credit Hours

## Other Requirements

1. A minimum of fifteen (15) credit hours at the 300/400 level distributed over 3 of the 4 categories must be taken with Siena Heights University.
2. No grades below a 2.0 g.p.a. allowed in the major.
3. No "Developmental Credit" allowed in the major.

## Music Education, B.A.

### Course Requirements for Major

Program Requirements: 50-52 Credit Hours

*Principle instrument must be approved by the Music Department. See list of Applied Lessons.*

- MMM 110 Fundamentals Of Music Theory **2 credit hours** (proficiency exam available)
- MMM 170 Music Theory I **2 credit hours**
- MMM 260 Music Theory II **2 credit hours**
- MMM 270 Music Theory III **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 261 Aural Harmony And Sight Singing II **2 credit hours**
- MMM 271 Aural Harmony And Sight Singing III **2 credit hours**
- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**
- MMM 112 Class Piano For Music Majors I **1 credit hours**
- MMM 172 Class Piano For Music Majors II **1 credit hours**
- MMM 262 Class Piano For Music Majors III **1 credit hours**
- MMM 272 Class Piano For Music Majors IV **1 credit hours**
- MMM 344 Pedagogy Of Music In The Elementary School **2 credit hours**
- MMM 345 Pedagogy Of Music In The Secondary School **2 credit hours**
- MMM 360 Basic Conducting **2 credit hours**
- MMM 121 Music Technology In Education **2 credit hours**
- Performance Ensembles **8 credit hours**
- Applied Music Lessons **10 credit hours**

- **MMM 380 Recital (Junior Year) 2 credit hours**

## Concentration Requirements

(Choose one (1) of the following concentrations)

### Choral Music Concentration: 17 Credit Hours

- **MMM 124 Diction For Singers 2 credit hours**
- **MMM 357 Choral Arranging 2 credit hours**
- **MMM 361 Advanced Choral Conducting 2 credit hours**
- **MMM 354 Instrumental Methods For Vocalists 2 credit hours**
- **MMM 355 Choral Methods And Materials 2 credit hours**
- **Applied Piano 3 credit hours**
- **Approved Fine Arts Electives TSC, ART, MMM 4 credit hours**

### Instrumental Music Education Concentration: 18 Credit Hours

- **MMM 116 Strings Techniques And Pedagogy 2 credit hours**
- **MMM 117 Brass Techniques And Pedagogy 2 credit hours**
- **MMM 118 Woodwind Techniques And Pedagogy 2 credit hours**
- **MMM 119 Percussion Techniques And Pedagogy 2 credit hours**
- **MMM 362 Advanced Instrumental Conducting 2 credit hours**
- **MMM 356 Instrumental Methods And Materials 2 credit hours**
- **MMM 358 Instrumental Arranging 2 credit hours**
- **Approved Fine Arts Electives TSC, ART, MMM 4 credit hours**

### Professional Teacher Certification: 39-42 Credit Hours

- **EDU 201 Principles Of Teaching In School And Society 3 credit hours**
- **EDU 301 Perspectives In American Education 3 credit hours**
- **EDU 312 Exceptional Children and Youth in the Regular Classroom 3 credit hours**
- **EDU 321 Technology For Educators 3 credit hours**
- **LAN 334 Strategies For Teaching Reading 3 credit hours**
- **LAN 335 Content Area Reading 3 credit hours**
- **EDU 349 Culture And Diversity In Schools 3 credit hours**
- **EDU 351 Educational Psychology 3 credit hours**
- **EDU 360 Education Practicum 3 credit hours**
- **EDU 372 Secondary Education Methods 3 credit hours**
- **EDU 480 Student Teaching 7-10 credit hours**
- **EDU 495 Student Teaching Seminar 2 credit hours**

Total for Major: 109-112 Credits

Liberal Arts Requirements: 32 Credit Hours

Total for Degree: 141-143 Credit Hours

## Other Requirements

1. All music education majors must take a theory placement exam prior to entering the program. Students who pass the exam with an 80% or above may enroll in MMM 170 Music Theory I. Students with a grade under 80% must enroll in MMM 110 Fundamentals Of Music Theory.
2. All students must pass the piano proficiency exam to receive the degree conferred.
3. All students must attend Music department concerts and performances.
4. Students majoring in music education must earn a C- or better in each required course (including concentration requirements) in the major and students must maintain a cumulative 2.5 g.p.a. in all courses required for the degree.
5. All music majors will have a formal critique (jury) with the music faculty at the end of each session, in conjunction with applied lessons on their primary instrument. A written copy of the jury assessment will be given to the student and a copy of the report will be kept in the student's file.
6. All music majors will be required to register each session for MMM 109 Recital Seminar. This course will satisfy departmental requirements for recital performances and content area instruction not covered in major classes. This is a zero credit course.

## Music, B.A.

### Course Requirements for Major

#### Program Requirements: 46-48 Credit Hours

- MMM 110 Fundamentals Of Music Theory **2 credit hours** (Proficiency exam available)
- MMM 170 Music Theory I **2 credit hours**
- MMM 260 Music Theory II **2 credit hours**
- MMM 270 Music Theory III **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 261 Aural Harmony And Sight Singing II **2 credit hours**
- MMM 271 Aural Harmony And Sight Singing III **2 credit hours**
- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**
- MMM 112 Class Piano For Music Majors I **1 credit hours**
- MMM 172 Class Piano For Music Majors II **1 credit hours**
- MMM 262 Class Piano For Music Majors III **1 credit hours**
- MMM 272 Class Piano For Music Majors IV **1 credit hours**
- MMM Performance Ensembles **8 credit hours**
- MMM Applied Music Lessons **14 credit hours**
- MMM 480 Recital (Senior Year) **2 credit hours**

### Concentration Requirements

(Choose any of the following concentrations):

#### Voice Concentration: 12 Credit Hours

- MMM 360 Basic Conducting **2 credit hours**

- MMM 124 Diction For Singers **2 credit hours**
- MMM 355 Choral Methods And Materials **2 credit hours**
- MMM 357 Choral Arranging **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

#### Instrumental Concentration: 12 Credit Hours

- MMM 360 Basic Conducting **2 credit hours**
- MMM 352 History Of Wind Band Literature **2 credit hours**
- MMM 358 Instrumental Arranging **2 credit hours**
- MMM 363 Marching Techniques **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

#### Music Business Concentration: 12 Credit Hours

- MMM 115 Inside The Music Business **2 credit hours**
- MMM 144 Creative Song Writing **2 credit hours**
- MMM 145 Audio Recording I **2 credit hours**
- MMM 245 Audio Recording II **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

Total for Major: 58-60 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 30 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

1. All music majors must earn a "C" or better in all required music courses and must maintain a cumulative 2.5 g.p.a. in required courses for the major.
2. All music majors are required to attend recitals and concerts sponsored by the Music Department.
3. Incoming Music Majors must take a Theory Placement Exam. Students who pass the exam with a score above 80% may receive credit for Fundamentals of Music Theory (MMM 110 ) and take Music Theory 1 (MMM 170 ).
4. Incoming Music Majors may take the Piano Proficiency exam and opt out of 1 level of the piano class.
5. All students must pass the Piano Proficiency exam or he/she must continue to study piano until the appropriate level of proficiency is reached.
6. At least one credit hour in approved music ensemble must be taken each session for eight sessions. Ensembles will be assigned by the Music Department.
7. All music majors will have a formal critique with the entire music faculty at the end of each session, in conjunction with applied lessons on their primary instrument. A written copy of the jury assessment will be given to the student and a copy of the report will be kept in the student's file.
8. All music majors will be required to register each session for MMM 109 Recital Seminar. This course will satisfy departmental requirements for recital performances and content area instruction not covered in major classes. This is a zero credit course.

## Nursing, B.S.N.

The Bachelor of Science in Nursing Degree Completion for Registered Nurses (RN-BSN program) was designed for licensed RN's to earn a bachelor's degree in nursing. Students admitted to the RN-BSN program must have graduated from an approved program of nursing; either a two-year associate degree nursing program or a hospital-based diploma degree program.

Requirements for admission:

1. Current unencumbered RN license.
2. Forty (40) credit hours of transfer credit in approved nursing courses.
3. Minimum cumulative GPA of 2.5 from all colleges and/or universities attended. If applicant's GPA is below 2.5, the student may be admitted on a conditional basis, as established by the School of Nursing.

## Requirements for Major

Requirements for admission into the RN-BSN program:

1. An unencumbered license to practice as a registered nurse (RN).
2. 40 credit hours of transfer credit in approved nursing Courses.

Program Requirements: 24 Credit Hours at SHU

- NUR 301 Transition To Professional Nursing **4 credit hours** \* (Online)
- NUR 375 Health Care Of Communities & Vulnerable Populations **4 credit hours**
- NUR 380 Evidenced Based Research In Nursing Practice **4 credit hours** (Online)
- NUR 395 Health Policy And Informatics **4 credit hours**
- NUR 460 The Art Of Ethical, Cultural, & Spiritual Nursing Practice **4 credit hours**
- NUR 480 Leadership And Health Care Organizations **4 credit hours** (Online)

Cognate Requirements: 6 Credit Hours at SHU

- RST or PHI Religion or Philosophy Course **3 credit hours**
- LAS 401 Senior Seminar: Integrative Experience **3 credit hours**

Approved nursing courses prior to Siena up to 90 hours.

Approved elective courses.

Liberal Arts: 14-16 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

\*Substitute course for LAS 301.

1. All students must apply and be accepted into the Nursing program before enrolling in nursing courses.

2. All students must meet SHU proficiency requirements.

## **Nursing, Pre-Licensure, B.S.N.**

### Requirements

Requirements for admission into the program: 26 Credit Hours

\*The level will be based upon placement.

- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- BIO 122 Human Anatomy And Physiology II **4 credit hours**
- BIO 245 Bacteriology **4 credit hours**
- CHE 110 Introduction To General, Organic, And Biological Chemistry **4 credit hours**
- English (Liberal Arts) **3 credit hours \***
- Math (Liberal Arts) **3 credit hours \***
- NUR 101 Introduction To Professional Nursing Concepts **1 credit hours**
- NUR 190 Nutrition For Health **3 credit hours**

Program Requirements: 77 Credit Hours

- NUR 201 The Profession Of Nursing **3 credit hours**
- NUR 210 Communication In Health Care **3 credit hours**
- NUR 230 Fundamentals In Nursing **5 credit hours**
- NUR 250 Health Assessment **5 credit hours**
- NUR 340 Nursing Care Of Adults I **5 credit hours**
- NUR 341 Ethical, Cultural, And Spiritual Nursing Practice **3 credit hours**
- NUR 342 Pharmacology/Pathophysiology I **4 credit hours**
- NUR 346 Gerontology And End-Of-Life Nursing Care **4 credit hours**
- NUR 348 Nursing Care Of Adults II **5 credit hours**
- NUR 349 Simulations In Clinical Reasoning **3 credit hours**
- NUR 350 Mental Health Nursing **4 credit hours**
- NUR 360 Pharmacology/Pathophysiology II **3 credit hours**
- NUR 385 Introduction To Nursing Research **3 credit hours**
- NUR 445 Nursing Systems And Informatics **2 credit hours**
- NUR 450 Community, Population And Global Health Care **4 credit hours**
- NUR 456 Nursing Care Of Childbearing Families **4 credit hours**
- NUR 458 Pediatric Health And Illness **4 credit hours**
- NUR 465 Leadership And Management In Nursing **4 credit hours**
- NUR 470 Nursing Care Of The Patient With Complex Needs **3 credit hours**
- NUR 475 Nursing Practicum **4 credit hours**
- NUR 485 Preparation For Licensure And Professional Practice **2 credit hours**

Total for Major: 103 Credit Hours

Liberal Arts: 18-20 Credit Hours

Total for Degree: 121-123 Credit Hours

## Other Requirements

1. All students must apply and be accepted into the Nursing program before enrolling in nursing courses.
2. Once admitted to the Nursing Major, all nursing courses must be completed with a grade of "C" or higher.
3. Graduation requirements of Math proficiency must be met by program completion.

## Philosophy, B.A.

### Course Requirements for Major

#### Program Requirements: 24 Credit Hours

- PHI 211 Logic **3 credit hours**  
or
- PHI 311 Symbolic Logic **3 credit hours**
  
- PHI 220 Introduction To Ethics **3 credit hours**
- PHI 340 Ancient Philosophy **3 credit hours**
- PHI 341 Modern Philosophy **3 credit hours**
  
- PHI 342 Medieval Philosophy **3 credit hours**  
or
- PHI 361 Philosophy Of Religion **3 credit hours**
  
- PHI 495 Senior Thesis **3 credit hours**
- PHI Approved Electives **6 credit hours**

#### Cognate Requirements: 6 Credit Hours

- World Languages **6 credit hours**

#### Choose One Concentration: 9 credit hours

##### Political Philosophy

- PHI 230 Philosophy of Race and Gender **3 credit hours**
- PHI 260 Introduction To Political Philosophy **3 credit hours**
- PHI 362 Social And Political Philosophy **3 credit hours**

##### Ethics

- PHI 230 Philosophy of Race and Gender **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 350 Advanced Ethical Theory **3 credit hours**

##### Metaphysics and Epistemology

- PHI 355 Advanced Symbolic Logic **3 credit hours**
- PHI 364 Philosophy Of Science **3 credit hours**
- PHI 365 Knowledge And Reality **3 credit hours**

Total for Major: 39 Credit Hours

Liberal Arts: 35 Credit Hours

General Electives: 46 Credit Hours

Total for Degree: 120 Credit Hours

### **Pre-Professional Science, A.S.**

Students planning to transfer for professional study in pharmacy, physical therapy, mortuary science, and nursing may complete initial requirements toward these studies and earn an A.S. degree on completion of an approved 60 credit hour program. Students planning such a transfer should obtain information on requirements from the school to which they plan to transfer and work closely with the Coordinator of the Pre-Professional Science program to work out an approved course of study.

Pre-Professional Science Requirements: 30 Credit Hours

Liberal Arts: 16-17 Credit Hours

General and Approved Electives: 13-14 Credit Hours

Total for Degree: 60 Credit Hours

Completion of science and liberal arts requirements are necessary for admission into health professional schools.

Many schools of optometry, physical therapy, chiropractic medicine, pharmacy, mortuary science, and veterinary medicine accept applications from students who are completing their sophomore year of college and all of the science and liberal arts requirements. There is a trend developing among some of these professional schools to require or prefer more extensive preparation than two years of college. Requirements differ from school to school in these pre-professional areas. Therefore, students planning to transfer to one of these professional schools should make an appointment with a science advisor as soon as possible during orientation or the first session of class work.

### **Probation, Parole & Community Corrections, B.A.**

Course Requirements for Major

Program Requirements: 45 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 240 Report Writing For The Criminal Justice Professional **3 credit hours**
- CRJ 242 Families And Criminal Justice **3 credit hours**

- CRJ 340 Juvenile Justice **3 credit hours** \*
- CRJ 342 Criminology **3 credit hours**
- CRJ 344 Probation, Parole, And Community Corrections **3 credit hours**
- CRJ 345 Special Needs Offenders In The Community **3 credit hours**
- CRJ 346 Drugs, Society And Criminal Justice **3 credit hours**
- CRJ 395 Junior Seminar **3 credit hours** \*
- CRJ 440 Criminal Law **3 credit hours** \*
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours** \*
- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours** \*
- CRJ 480 Internship/Co-Op Work Experience **3-12 credit hours** \* \*\*
- CRJ 495 Senior Seminar **3 credit hours** \*

Required Cognates: 12 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**

Total for Major: 57 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 31 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

\*\*Before taking this course, be sure all prerequisites have been fulfilled. Please see the course description for the prerequisite(s).

1. All students must maintain a cumulative 2.5 g.p.a. in the major.
2. "D" grades are not allowed in the Criminal Justice requirements or cognates.

### **Professional Communication, B.A.**

The Professional Communication major is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences. Classes required for the Professional Communication major may not be available on the Adrian campus.

The Professional Communication major is a multidisciplinary program for people with prior study, work experience and/or interest in a number of professional communication fields. Students with prior study in communication,

journalism, writing, graphic arts, web design and marketing will find this program to be a beneficial degree completion option. Emphasis is placed on enhancing students' communication skills and competencies in the workplace, along with helping to further prepare students for careers in a number of communication-related fields.

## Courses Required for Major

### Prerequisites Required: 6 Credit Hours

- MGT 302 Management Principles And Cases **3 credit hours**
- Public Speaking **3 credit hours**  
or
- PCM 301 Fundamentals Of Professional Communication **3 credit hours**

### Program Requirements: 9 credit hours

- PCM 330 Intercultural Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- PCM 495 Professional Communication Seminar **3 credit hours \*\***

### Cognate Requirements: 12 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- BAM 311 Business Ethics **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours \***

### Approved Electives: 15 credit hours

Five approved electives from a number of communication related disciplines, including but not limited to communication, journalism, English (excluding Composition 1 & 2), marketing, graphic design (or related art courses) and web design/multimedia, must be approved by the Professional Communication program coordinator.

Possible elective courses offered by one or more College for Professional Studies degree completion centers include:

- ENG 341 Advanced Expository Writing **3 credit hours**
- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 365 Project Management **3 credit hours**
- MGT 485 Special Topics **1-3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 350 Consumer Behavior **3 credit hours**
- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 460 Marketing Management **3 credit hours**

- MKT 470 Global Marketing **3 credit hours**
- PCM 301 Fundamentals Of Professional Communication **3 credit hours** \*
- PCM 335 Social Media for Mass Communication **3 credit hours**
- PSY 441 Group Dynamics **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total for Major: 42 credit hours

## Other Requirements

\*Course must be completed with Siena Heights University.

\* PCM 301 can be taken as an elective if students have NOT used PCM 301 as a program prerequisite.

\*\*Students MUST take PCM 495 during their final term before graduation. Other courses may be taken during the final term as well, but PCM 495 cannot be taken sooner than the student's last term at Siena Heights.

18 credit hours at the 300/400 level must be completed with Siena Heights University.

1. At least one approved elective (3 credit hours) must be taken with Siena Heights University.
2. All students must maintain a cumulative 2.50 g.p.a. in the major.
3. Courses to be transferred into the major as electives or prerequisites from other institutions must be 2.0 g.p.a. or better, with some exceptions (see statements 5 & 7).
4. ENG 101 and ENG 102 (or equivalents) must be completed before beginning coursework in the PCM program with a 3.0 g.p.a. or higher.
5. A public speaking course or PCM 301 must be completed before beginning PCM coursework in the program.
6. If a public speaking course is transferred in from a community college, it must be completed at a 3.0 g.p.a. or higher.
7. Admission to all PCM courses is at the discretion of the PCM Coordinator.

## Psychology, A.A.

### Course Requirements for Major

Program Requirements: 30 credit hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 270 Research Methods **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY Approved Psychology Electives **15 credit hours**

Total for Major: 30 credit hours

Liberal Arts: 13-14 credit hours

General Electives: 16-17 credit hours

Total for Degree: 60 credit hours

### Other Requirements

1. All students must maintain a cumulative 2.50 g.p.a. in the major.
2. Students will submit a check sheet with their application for graduation, which will be filed in their folder in the Office of the Registrar listing the Psychology courses they have taken and any substitutions that were made for Psychology courses. The advisor may assist with this check sheet.

### **Psychology, B.A.**

#### Course Requirements for Major

Psychology Requirements: 46 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 270 Research Methods **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 350 Abnormal Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY 381 Psychology Internship Seminar **1 credit hours**
- PSY 382 Psychology Internship **3 credit hours**
- PSY 390 History And Systems Of Psychology **3 credit hours**
- PSY 395 Junior Seminar **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY 445 Research In Psychology **3 credit hours**
- PSY 450 Learning And Memory **3 credit hours**
- PSY 495 Senior Seminar **3 credit hours**
- PSY Approved Electives **6 credit hours**

Cognate Requirements: 3 credit hours

- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Total for Major: 49 credit hours

Liberal Arts: 29 credit hours

General Electives: 42 credit hours

Total for Degree: 120 credit hours

## Other Requirements

1. Students must maintain a cumulative 2.5 g.p.a. in the major. This does not include the cognate courses. A grade of 2.0 or better is required in PSY 381 , PSY 382 , PSY 395 , PSY 445 , and PSY 495 .
2. Students will submit a check sheet with their application for graduation, which will be filed in their folder in the Registrar's Office listing the Psychology courses they have taken and any substitutions that were made for Psychology courses. Their advisor may assist them with this check sheet.
3. Transfer students must complete at least 18 credit hours of Psychology courses at the 300-400 level at Siena Heights University, including PSY 360 Counseling Techniques And Practice, PSY 382 Psychology Internship, PSY 395 Junior Seminar, PSY 445 Research In Psychology and PSY 495 Senior Seminar.

## Recommended Psychology Electives

- PSY 342 Child And Adolescent Psychology **3 credit hours**
- PSY 275 Psychology Of Gender **3 credit hours**
- PSY 380 Human Sexuality **3 credit hours**
- PSY 397 Positive Psychology **3 credit hours**
- PSY 455 Physiological Psychology **3 credit hours**

## Recommended General Electives

- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- ENG 212 Research **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
  
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

## Religious Studies, B.A.

### Course Requirements for Major

Program Requirements: 30 credit hours

- RST 102 Introduction To Christian Theology **3 credit hours**  
or
- RST 103 Catholicism Today **3 credit hours**
  
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
  
- RST 303 Introduction To The Christian Scriptures **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
  
- RST 305 Theological Ethics **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 480 Faith In Action **3 credit hours**

- RST 495 Senior Seminar **3 credit hours**
- RST Approved Electives **9 credit hours**

Cognate Requirements: 12 credit hours

- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI Approved Philosophy Elective **3 credit hours**
- World Language **6 credit hours**

Total for Major: 42 credit hours

Liberal Arts: 32 credit hours

General Electives: 46 credit hours

Total for Degree: 120 credit hours

### **Social Science, B.A.**

Course Requirements for Major

Interdisciplinary Requirements: 48 credit hours

- GEO 301 Cultural Geography I **3 credit hours**  
or
- GEO 302 Cultural Geography II **3 credit hours**
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 211 United States History **3 credit hours**
- HIS 340 Historiography And Methodology **3 credit hours**  
or
- PSY 445 Research In Psychology **3 credit hours**
- MAT 143 Statistics And Society **3 credit hours**
- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC Approved Elective **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SSC 495 Senior Seminar **3 credit hours**
- Approved Electives From 300/400 level History, Religious Studies, Psychology, Political Science, Sociology, Philosophy or Geography **9 credit hours** (ECO 222 Macroeconomics is recommended).

Total for Major: 48 credit hours

Liberal Arts: 29 credit hours

General Electives: 43 credit hours

Total for Degree: 120 credit hours

### **Social Studies, B.A.**

#### Course Requirements for Major

Program Requirements: 3 credit hours

- SST 401 Social Sciences In History **3 credit hours**

Cognate Requirements: 42 credit hours

- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
  
- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- GEO 303 Political Geography **3 credit hours**
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 211 United States History **3 credit hours**
- HIS 300 Michigan History **3 credit hours**
- HIS 305 Historical Cases **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- PSC 380 Public Policy **3 credit hours**

Total for Major: 45 credit hours

Liberal Arts: 32 credit hours

Education Core: 35-39 credit hours

Certifiable Minor: 21-30 credit hours

Total for Degree: 133-146 credit hours

Other Requirements

1. Social Studies majors must have a cumulative GPA of 3.0 in their academic content area to be in compliance with the certification pathway .
2. The Social Studies major is recommended only for students seeking secondary teacher certification.
3. Students seeking teacher certification must take appropriate methods course.
4. See Certification Pathway for all Education Certification requirements.

## **Social Work, B.S.W**

### Course Requirements for Major

Program Requirements: 49 credit hours

- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**
- SWK 334 Introduction To Social Work Practice **3 credit hours**
- SWK 335 Social Work Practice II **4 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**
- SWK 358 Human Behavior And The Social Environment II **3 credit hours**
- SWK 395 Junior Seminar **3 credit hours**
- SWK 440 Social Welfare Policy **3 credit hours**
- SWK 452 Social Work With Families **3 credit hours**
- SWK 453 Social Work With Groups **3 credit hours**
- SWK 455 Social Work Practice With Diverse Populations **3 credit hours**
- SWK 460 Macro Social Work Practice **3 credit hours**
- SWK 480 Social Work Field Practice I **6 credit hours**
- SWK 481 Social Work Field Practice II **6 credit hours**
- SWK 495 Senior Seminar **3 credit hours**

Cognate Requirements: 12 credit hours

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
  
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**

Total for Major: 61 credit hours

Liberal Arts: 32 credit hours

General Electives: 27 credit hours

Total for Degree: 120 credit hours

Other Requirements

1. Recommended Associates or Minor Degree Programs: Criminal Justice, Psychology, Gerontology, Spanish, Political Science, Child Development, Ethnic and Gender Studies.
2. Only social work students who have been admitted into the social work program may take social work courses SWK 334, SWK 335, SWK 395, SWK 480, SWK 481, and SWK 495.
3. Application to the Program: All students who want to major in social work must have completed SWK 111 and apply and be accepted into the social work program no later than the second session of their sophomore year and prior to registering for SWK 334. Transfer students must apply and be accepted prior to registering for SWK 334. See the Social Work Program Student Handbook for further information and the required forms.
4. Student Portfolio: All students must maintain a portfolio of their academic work which reflects their knowledge and application of the Council on Social Work Education (CSWE) Core Competencies and Practice Behaviors. The portfolio will be reviewed and evaluated by faculty during the students' senior year. See the Social Work Program Student Handbook for further information.
5. Grade Point Average: All students must maintain at least a cumulative 2.5 g.p.a. in the social work major and required cognates and an overall 2.0 g.p.a. to be in the social work program.
6. Field Practice: Students are required to complete SWK 480 Social Work Field Practice I and SWK 481 Social Work Field Practice II sequentially in residence at the Adrian Campus. Transferred field practice credits cannot be substituted for these two courses due to CSWE accreditation requirement. Students are required to complete 225 supervised hours each session for a total of 450 hours. Students are also required to purchase Student Liability Insurance and become members of the National Association on Social Workers. See the Social Work Program Student Handbook for further information.
7. Personal Safety Training: All students will be required to complete Personal Safety Training prior to enrolling in SWK 480. All students enrolled in SWK 335 will be required to complete the training.
8. Prior Learning Credit and Transfer Credit: No social work academic credit will be awarded for prior learning experiences. No credits for required social work courses will be accepted from non-accredited social work programs, (with the possible exception of a social work program in candidacy for CSWE accreditation).
9. Grades: No grade below "C" will be allowed in any social work course and/or required cognates for the major. In such case, the course must be retaken and result in a grade of "C" or better. Courses required for the major may be repeated only once.
10. Legal Status of Candidates for the Social Work degree:  
Candidates for the social work program need to be aware that conviction for a felony crime may be grounds for denial of entry into the social work program and for denial of a social work certificate or license. The social work program requires a criminal background check of all applicants to the program. See the Social Work Student Handbook for more information.

## **Spanish, B.A.**

### Course Requirements for Major

Program Requirements: 38 credit hours

- SPA 240 Intermediate Spanish I **4 credit hours**
- SPA 241 Intermediate Spanish II **4 credit hours**
- SPA 311 Culture And Civilization Of Spain **3 credit hours**
- SPA 312 Culture And Civilization Of Latin America **3 credit hours**
- SPA 333 Literature Of Mexico **3 credit hours**
- SPA 340 Spanish Conversation I **3 credit hours**
- SPA 341 Spanish Conversation And Grammar II **3 credit hours**
- SPA 347 Culture And Civilization Of Mexico **3 credit hours**
- SPA 352 Literature Of Latin America **3 credit hours**
- SPA 353 Literature Of Spain **3 credit hours**

- SPA 360 Spanish Phonetics And Phonology **3 credit hours**
- SPA 495 Senior Seminar **3 credit hours**

Total for Major: 38 credit hours

Liberal Arts: 35 credit hours

General Electives: 47 credit hours

Total for Degree: 120 credit hours

### Other Requirements

1. Grades below a 2.0 g.p.a. are not allowed in the major.
2. All majors are required to study one summer or one session in a Spanish-speaking country. Exceptions to this requirement may be considered upon written request.
3. Students seeking teacher certification must also complete SPA 372 Spanish Methods.
4. All Spanish courses taught in Spanish unless otherwise noted.
5. See certification pathway for all EDU certification requirements.

## **Special Education, Cognitive Impairment, B.A. for K-12 Teacher Certification**

### Comprehensive Major

See Elementary Comprehensive Major for program requirements.

### Secondary Content Area Major

See Education and Special Education page for content area major options.

### Special Education Endorsement: Cognitive Impairment

Program Requirements: 41-44 credit hours

- SED 312 Introduction to Special Education **3 credit hours**
- SED 341 Procedures in Special Education **2 credit hours**
- SED 342 Parent-School Partnership: Special Education **2 credit hours**
- SED 343 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- SED 345 Collaboration in Special Education **3 credit hours**
- SED 349 Culture and Diversity in Special Education **1 credit hours**
- SED 351 Behavior Management **2 credit hours**
- SED 381 Nature and Need of Individuals with Cognitive Impairment **3 credit hours**
- SED 382 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment **2 credit hours \***
- SED 383 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment **2 credit hours**
- SED 384 Transition and Career Education for Individuals with Disabilities **3 credit hours**

- SED 385 Strategies for Fundamental Reading and Functional Reading **2 credit hours**
- SED 421 Educational Technology and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 480 Directed Teaching **8-11 credit hours \***
- SED 495 Directed Teaching Seminar **1 credit hours \***

Cognate Requirements: 13 credit hours

- LAN 334 Strategies For Teaching Reading **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**
- EDU 371 Elementary Core Education Methods **4 credit hours \***
- EDU 372 Secondary Education Methods **3 credit hours \***

Total for Major (Elementary): 50-53 credit hours

Total for Major (Secondary): 44-75 credit hours

Total for Endorsement: 45-48 credit hours

Liberal Arts: 35 credit hours

Education Core (Elementary): 35-38 credit hours

Education Core (Secondary): 36-39 credit hours

Total for Degree (Elementary): 167-173 credit hours

Total for Degree (Secondary): 166-203 credit hours

### Other Requirements

\*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus. SED 480 and SED 495 are residency requirements and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.

1. Successful completion of SED 312 or EDU 312 is required prior to taking any other course in the Cognitive Impairment Program.
2. The education certification requirements may be taken concurrently with endorsement requirements; however, EDU 480/EDU 495 must be completed before SED 480/SED 495.
3. All students pursuing a Special Education degree or certification in Cognitive Impairment must earn a 2.0 g.p.a. grade or better in each required course.
4. Please see additional information on the Education page.

### **Special Education, Learning Disabilities, B.A. for K-12 Teacher Certification**

#### Comprehensive Major

See Elementary Comprehensive Major for program requirements.

## Secondary Content Area Major

See Education and Special Education page for content area major options.

## Special Education Endorsement: Learning Disabilities

Program Requirements: 37-40 credit hours

- SED 312 Introduction to Special Education **3 credit hours**
- SED 341 Procedures in Special Education **2 credit hours**
- SED 342 Parent-School Partnership: Special Education **2 credit hours**
- SED 343 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- SED 345 Collaboration in Special Education **3 credit hours**
- SED 334 Strategies for Teaching Reading to Students W/ Learning Disabilities **1 credit hours**
- SED 349 Culture and Diversity in Special Education **1 credit hours**
- SED 351 Behavior Management **2 credit hours**
- SED 361 Introduction to Learning Disabilities **3 credit hours**
- SED 362 Methods and Strategies for Teaching Children with Learning Disabilities **4 credit hours \***
- SED 384 Transition and Career Education for Individuals with Disabilities **3 credit hours**
- SED 421 Educational Technology and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 480 Directed Teaching **8-11 credit hours \***
- SED 495 Directed Teaching Seminar **1 credit hours \***

Cognate Requirements: 13 credit hours

- LAN 334 Strategies For Teaching Reading **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**
- EDU 371 Elementary Core Education Methods **4 credit hours \***
- EDU 372 Secondary Education Methods **3 credit hours \***

Total for Major (Elementary): 49-52 credit hours

Total for Major (Secondary): 47-78 credit hours

Total for Endorsement: 41-44 credit hours

Liberal Arts: 35 credit hours

Education Core (Elementary): 35-38 credit hours

Education Core (Secondary): 36-39 credit hours

Total for Degree (Elementary): 166-172 credit hours

Total for Degree (Secondary): 165-202 credit hours

## Other Requirements

\*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus. SED 480 and SED 495 are residency requirements and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.

1. Successful completion of SED 312 or EDU 312 is required prior to taking any other course in the Cognitive Impairment Program.
2. The education certification requirements may be taken concurrently with endorsement requirements; however, EDU 480/EDU 495 must be completed before SED 480/SED 495.
3. All students pursuing a Special Education degree or certification in Learning Disabilities must earn a 2.0 g.p.a. or better in each required course.
4. Please see additional information on the Education page.

## Sport Management, B.B.A.

[Click here for specific Business and Management Division requirements.](#)

## Course Requirements for Major

Program Requirements: 30 credit hours

- SMG 210 Introduction To Sport Management **3 credit hours**
- SMG 350 Management Of Sport Organizations **3 credit hours**
- SMG 360 Sport Marketing **3 credit hours**
- SMG 365 Sport Facility And Event Management **3 credit hours**
- SMG 370 Research Methods In Sport Management **3 credit hours**
- SMG 463 Legal And Ethical Issues In Sport **3 credit hours**
- SMG 475 Sport Finance And Business **3 credit hours**
- SMG 495 Strategic Management in Sport Business **3 credit hours**

Sport Management Electives: 6 credit hours

Choose two (2) below

- SMG 221 Sport Psychology **3 credit hours**
- SMG 222 Performance Psychology In Sport **3 credit hours**
- SMG 285 Special Topics **3 credit hours**
- SMG 342 Sport In American Society **3 credit hours**
- SMG 343 History of Sport **3 credit hours**
- SMG 444 Sport And The Media **3 credit hours**
- SMG 445 Cultural Studies In Sport **3 credit hours**
- SMG 485 Special Topics **1-3 credit hours**

Field Experience: 12-15 credit hours

- SMG 280 Sport Management Practicum **3 credit hours** \*
- SMG 480 Sport Management Internship **9-12 credit hours** \*

## Cognate Requirements: 23 credit hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose three courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major 65-68 credit hours

Liberal Arts 29: credit hours

General Electives: 23-26 credit hours

Total for Degree: 120 credit hours

## Other Requirements

\* Students must have a 2.5 GPA in the major to complete a practicum experience and a 2.7 GPA in the major to complete the internship experience.

1. The program, field experience, and cognates require a combined minimum 2.50 GPA
2. Only 3 credit hours of SMG 285/SMG 485 count toward the major.
3. Transfer students must complete a minimum of 18 credits within program requirements, field experience and cognates at Siena Heights University. For Sport Management majors at least 12 of these 18 hours must be "SMG" courses (excluding SMG 280 and SMG 480).
4. SMG 280, SMG 475, SMG 480, and SMG 495 must be taken at Siena Heights University.
5. MKT 310 must be completed at Siena Heights University.
6. See specific Business and Management Division requirements.

## Concentrations

Accounting: 15 Credit Hours

- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- Two approved accounting electives: **6 Credit Hours**
- One approved business elective other than ACC: **3 Credit Hours**

#### Health Care Management: 15 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 Credit Hours**

#### Information Technology Management : 15 Credit Hours

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 Credit Hours**

#### Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One approved ACC,BAM, ECO, FIN, MGT or MKT elective: **3 Credit Hours**

#### Finance: 15 Credit Hours

- Choose three of the following: **9 Credit Hours**
- FIN 209 Personal Finance **3 credit hours**  
or
  - FIN 309 Personal Financial Planning **3 credit hours**
  - FIN 322 Investments **3 credit hours**
  - FIN 348 Money And Capital Markets **3 credit hours**
  - FIN 440 Financing New Ventures **3 credit hours**
  - FIN 450 International Finance **3 credit hours**
  - FIN 463 Financial Statement Analysis **3 credit hours**
  - Two approved business electives other than FIN: **6 Credit Hours**

#### International Business: 16 Credit Hours

- BAM 470 International Business Environment **3 credit hours**

- or
- ECO 342 Comparative Economic Systems **3 credit hours**
- or
- MKT 470 Global Marketing **3 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- One semester of a language: **4 Credit Hours**
- One approved business elective: **3 Credit Hours**

#### Management: 15 Credit Hours

- Three management courses above MGT 302 : **9 Credit Hours**
- Two approved business electives other than MGT, at least one at 300/400 level: **6 Credit Hours**

#### Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 : **9 Credit Hours**
- Two approved business electives other than MKT, at least one at 300/400 level: **6 Credit Hours**

### **Theatre, Musical Theatre, B.A.**

#### Course Requirements for Major

#### Program Requirements: 54-62 credit hours

- TSC 103 Theatre Technology **3 credit hours**
- TSC 117 Modern Dance I **2 credit hours**
- TSC 132 Musical Theatre Voice I **1 credit hours**
- or
- TSC 133 Musical Theatre Voice I **2 credit hours**
- TSC 145 Musical Theatre Workshop I **3 credit hours**
- TSC 152 Musical Theatre Voice II **1 credit hours**
- or
- TSC 153 Musical Theatre Voice II **2 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 211 Oral Interpretation Of Literature **3 credit hours**
- TSC 214 Voice And Diction **3 credit hours**
- TSC 217 Tap I **2 credit hours**
- TSC 252 Musical Theatre Voice III **1 credit hours**
- or
- TSC 253 Musical Theatre Voice III **2 credit hours**

- TSC 257 Introduction To Theatrical Design **3 credit hours**
- TSC 262 Musical Theatre Voice IV **1 credit hours**  
or
- TSC 263 Musical Theatre Voice IV **2 credit hours**
- TSC 345 Musical Theatre Workshop III **3 credit hours**
- TSC 352 Musical Theatre Voice V **1 credit hours**  
or
- TSC 353 Musical Theatre Voice V **2 credit hours**
- TSC 355 Directing I **3 credit hours**
- TSC 362 Musical Theatre Voice VI **1 credit hours**  
or
- TSC 363 Musical Theatre Voice VI **2 credit hours**
- TSC 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSC 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSC 445 Musical Theatre Workshop IV **3 credit hours**
- TSC 452 Musical Theatre Voice VII **1 credit hours**  
or
- TSC 453 Musical Theatre Voice VII **2 credit hours**
- TSC 462 Musical Theatre Voice VIII **1 credit hours**  
or
- TSC 463 Musical Theatre Voice VIII **2 credit hours**
- TSC\_\_ Dance Options **6 credit hours**
- TSC 495 Senior Project **3 credit hours**

Cognate Requirements: 6 credit hours

- MMM 110 Fundamentals Of Music Theory **2 credit hours**
- MMM 113 Beginning Class Piano **2 credit hours**
- MMM 173 Intermediate Class Piano **2 credit hours**

Total for Major: 60-68 credit hours

Liberal Arts: 29 credit hours

General Electives: 23-31 credit hours

Total for Degree: 120 credit hours

Other Requirements

1. Formal acceptance into the TSC Program is required.
2. Students majoring in Musical Theatre are required to participate in the preparation of all department projects and productions.
3. Students majoring in Musical Theatre are expected to acquire a grade of C or better in all required courses and cognates taken in the major. A grade of D, E, or NC (No Credit) will not be accepted in the major.
4. Each TSC major will have a formal critique with the entire TSC faculty at the end of each session. A written evaluation of this meeting will be given to each student and a copy of this report will be kept in each major's file.

## **Theatre, Speech Communication, B.A.**

### Course Requirements for Major

Program Requirements: 38 credit hours

- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- TSC 103 Theatre Technology **3 credit hours**
- TSC 118 Ballet I **2 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 211 Oral Interpretation Of Literature **3 credit hours**
- TSC 214 Voice And Diction **3 credit hours**
- TSC 257 Introduction To Theatrical Design **3 credit hours**
- TSC 268 Stage Management **3 credit hours**
  
- TSC 256 Acting Studio II: Preparing The Actor **3 credit hours**  
or
- TSC 343 Teaching Creative Dramatics **3 credit hours**  
or
- TSC 359 Costume Design **3 credit hours**  
or
- TSC 357 Scenic Design **3 credit hours**
  
- TSC 355 Directing I **3 credit hours**
- TSC 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSC 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSC 495 Senior Project **3 credit hours**

Cognate Requirements: 6 credit hours

- ENG 445 Shakespeare **3 credit hours**
- MMM 114 Introduction To Music **3 credit hours**

Total for Major: 44 credit hours

Liberal Arts: 32 credit hours

General Electives: 44 credit hours

Total for Degree 120 credit hours

### Other Requirements

1. Formal acceptance into the Theatre/Speech Communication Program is required.
2. Students majoring in TSC are required to participate in the preparation of all department projects and productions.
3. Students majoring in TSC are expected to acquire a grade of C or better for all courses taken in the major. A grade of D, E, or NC (No Credit) will not be accepted in the major.
4. Each TSC major will have a formal critique with the entire TSC faculty at the end of each session. A written evaluation of this meeting will be given to each student and a copy of this report will be kept in each major's file.

### Theatrical Design and Technology, BA

#### Course Requirements for Major

Program Requirements: 36 credit hours

- TSC 103 Theatre Technology **3 credit hours**
- TSC 104 Computer Aided Drafting **3 credit hours**  
or
- ENR 104 Computer Aided Drafting **3 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 257 Introduction To Theatrical Design **3 credit hours**
- TSC 268 Stage Management **3 credit hours**
- TSC 355 Directing I **3 credit hours**
- TSC 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSC 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSC 495 Senior Project **3 credit hours**

Choose three courses from the following: 9 credit hours

- TSC 269 Stage Make-Up **3 credit hours**
- TSC 357 Scenic Design **3 credit hours**
- TSC 358 Lighting, Sound Design **3 credit hours**
- TSC 359 Costume Design **3 credit hours**
- TSC 360 Technical Design for Theatre **3 credit hours**

Cognate Requirements: 12 credit hours

- ART 111 Foundations IV: Digital Concepts **3 credit hours**

Choose three courses from the following: 9 credit hours

- ART 105 Foundations I: Core Concepts **3 credit hours**

- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- ARH 248 History of Architecture **3 credit hours**

Total for Major: 48 credit hours

Liberal Arts: 32 credit hours

General Electives

Total for Degree: 120 credit hours

### **Graduate Majors**

### **Business Administration:Specialization in Healthcare Administration: MBA**

#### Course Requirements for Major

**COURSES HAVE PRE-REQUISITES AND MUST BE TAKEN IN THE ORDER BELOW.**

- MBA 611 Business Research Methods **3 credit hours**
- MBA 602 Organizational Behavior **3 credit hours**
- MBA 641 Managerial Economics **3 credit hours**
- MBA 664 Marketing Strategy **3 credit hours**
- MBA 649 Financial Statement Analysis **3 credit hours**
- MBA 650 Business Strategy And Planning **3 credit hours**
- MBA 657 Project Management **3 credit hours**
- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 609 Health Care Systems Management **3 credit hours**
- MBA 643 Quantitative Methods **3 credit hours**
- LDR 650 Medical Law **3 credit hours**
- MBA 699 Capstone Course And Culminating Experience **3 credit hours**

Total for Major: 36 Credit Hours

#### Admission Requirements for the MBA Program

The current admissions policies and practices will apply to MBA program admissions.

Students are required to have a 3.0 overall undergraduate GPA and the GMAT or GRE are not required. Students who have taken either exam may submit their scores for review by the admissions team. As determined by the MBA Program Director, a particularly high score on either of these advanced examinations may satisfy the prerequisites of the MBA program for non-BBA applicants.

If students have a 3.0 from a regionally accredited business undergraduate program in any of the foundation courses, the course will be waived. Foundational courses include: finance, accounting, statistics, macro-economics and micro-economics. An acceptable passing score on related CLEP examinations (as determined by the MBA Program Director) will also be considered as equivalent to the foundation courses required of non-BBA applicants.

## **Business, M.B.A.**

Available Online.

A 36 credit hour, 8-week cohort based model with an 18-month completion. Some semesters will require two courses. However, there will also be semesters with just one course. The program focuses on traditional MBA curriculum along with courses that emphasize the Dominican core values. This program will be a collaborative effort with CAS, CPS, and the Graduate School. An emphasis is placed on the specific core value of the Graduate School of sharing the fruits of contemplation through an emphasis in group projects and collaboration.

## **Course Requirements**

**Program Courses: 24 credit hours**

- MBA 602 Organizational Behavior **3 credit hours**
- MBA 611 Business Research Methods **3 credit hours**
- MBA 641 Managerial Economics **3 credit hours**
- MBA 643 Quantitative Methods **3 credit hours**
- MBA 649 Financial Statement Analysis **3 credit hours**
- MBA 657 Project Management **3 credit hours**
- MBA 650 Business Strategy And Planning **3 credit hours**
- MBA 664 Marketing Strategy **3 credit hours**

**Managerial Courses/Processes: 9 credit hours**

- MBA 651 Managing Global Business And Cultural Diversity **3 credit hours**
- MBA 655 Ethics In A Global Environment **3 credit hours**
- MBA 671 Sustainable Business Management: Triple Bottom Line Strategy **3 credit hours**

**Culminating Experience: 3 credit hours**

- MBA 699 Capstone Course And Culminating Experience **3 credit hours**

**Total for Major: 36 credit hours**

## **Admission Requirements for the MBA program**

The current admissions policies and practices will apply to MBA program admissions.

Students are required to have a 3.0 overall undergraduate GPA and the GMAT or GRE are not required. Students who have taken either exam may submit their scores for review by the admissions team. As determined by the MBA Program Director, a particularly high score on either of these advanced examinations may satisfy the prerequisites of the MBA program for non-BBA applicants.

If students have a 3.0 from a regionally accredited business undergraduate program in any of the foundation courses, the course will be waived. Foundational courses include: finance, accounting, statistics, macro-economics and micro-economics. An acceptable passing score on related CLEP examinations (as determined by the MBA Program Director) will also be considered as equivalent to the foundation courses required of non-BBA applicants.

## **Clinical Mental Health Counseling, M.A.**

Available in Adrian, Lansing, Metropolitan Detroit

### **Course Requirements**

**Professional Core Sequence: 33 credit hours**

- CMH 602 Research And Professional Writing In Counseling **3 credit hours**
- CMH 620 Foundations Of Clinical Mental Health Counseling **3 credit hours**
- CMH 623 Psychology Over The Lifespan **3 credit hours**
- CMH 626 Relationship-Building In Counseling **3 credit hours**
- CMH 629 Counseling Theories And Procedures **3 credit hours**
- CMH 632 Ethics And Legal Issues In Counseling **3 credit hours**
- CMH 635 Group Procedures In Counseling **3 credit hours**
- CMH 638 Counseling Diverse Populations **3 credit hours**
- CMH 641 Career Development **3 credit hours**
- CMH 644 Analysis And Appraisal **3 credit hours**
- CMH 665 Consulting Theory And Practice **3 credit hours**

**Counseling Core Sequence: 16 credit hours**

- CMH 647 Psychopathology And Resilience **3 credit hours**
- CMH 651 Diagnosis For Counselors **2 credit hours**
- CMH 652 Psychopharmacology For Counselors **2 credit hours**
- CMH 653 Prevention/Intervention With Adults **3 credit hours**
- CMH 656 Prevention/Intervention With Children **3 credit hours**
- CMH 659 Neuroscience, Hope And The Human Spirit **3 credit hours**

**Counseling Field Experiences: 9 – 10 credit hours**

- CMH 680 Counseling Field Practicum **3 credit hours**
- CMH 683 Counseling Internship 1 / Conceptualization **3 credit hours**
- CMH 684 Counseling Internship 2 / NCE Preparation **3 credit hours**
- CMH 685 Internship Extender Seminar **1 credit hours**

**Counseling Electives: 2 credit hours**

(Choose from below)

- CMH 670 Addiction Counseling **2 credit hours**
- CMH 676 Trauma/Crisis Intervention For Counselors **2 credit hours**

- CMH 678 Relationship And Sexuality Counseling **2 credit hours**
- CMH 698 Special Topics: Global Setting **3 credit hours**
- CMH 699 Special Topics **2 credit hours**
- GRS 598 Foundations Of Professional Writing And Research **3 credit hours**

Total for Major: 60 credit hours

[Click here for additional program information.](#)

### **Education, Early Childhood Education Concentration, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

### Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Professional Core Courses: 6 credit hours

- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**

Specialized Courses: 18 credit hours

- TED 610 Foundations of Early Childhood Education **3 credit hours**
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**
- TED 620 Individualizing Early Math Curriculum **1 credit hours**
- TED 621 Individualizing Language Curriculum in Early Childhood **1 credit hours**
- TED 622 Individualizing Early Science and Cultural Studies Curriculum **1 credit hours**
- TED 623 Observation, Analysis, and Affective Learning Experience for Young Children **3 credit hours**
- TED 625 Administration and Supervision In the Early Childhood Setting **3 credit hours**
- SED 544 Early Childhood and Special Education **3 credit hours**

Integrative Experience: 3 credit hours

- TED 690 Reflective Teaching Practicum and Seminar **3 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 36 credit hours

## Pre-Requisites for Master of Arts Degree

- CDV 115 Child Growth and Development **3 credit hours** (or equivalent) \*
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

## Pre-Requisites for students seeking Early Childhood endorsement (ZS) for Elementary Teacher Certification

- CDV 115 Child Growth and Development **3 credit hours** (or equivalent) \*
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

## Note

**Note:** Completion of 24 credit hours of courses from the Professional Core and specialization and TED 690 plus successful completion of the MTTC leads to the Early Childhood (ZS) Endorsement on an existing elementary teacher certificate in the State of Michigan.

## **Education, Early Childhood Education: Montessori Concentration, M.A.**

*Pre-K – Primary*

*Students who have an undergraduate major in Montessori education are not eligible to pursue this major.*

Click here for additional program information.

Available in Adrian, Please see Pre-requisites \*

## Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Professional Core Courses: 6 credit hours

- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**

Specialized Courses: 15 credit hours

- TED 623 Observation, Analysis, and Affective Learning Experience for Young Children **3 credit hours**
- TED 625 Administration and Supervision In the Early Childhood Setting **3 credit hours**
  
- SED 544 Early Childhood and Special Education **3 credit hours**  
or
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**

- TED 620 Individualizing Early Math Curriculum **1 credit hours**
- TED 621 Individualizing Language Curriculum in Early Childhood **1 credit hours**

Transfer courses from Adrian Dominican Montessori Teacher Education Institute

- Educational Philosophy and History **1 credit hours**
- Early Childhood Development **1 credit hours**
- Everyday Living Curriculum **1 credit hours**
- Sensorial Curriculum **1 credit hours**

Integrative Experience: 6 credit hours

Transfer courses from Adrian Dominican Montessori Teacher Education Institute

- Montessori Student Teaching **6 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 36 credit hours

Pre-Requisites for Master of Arts Degree

- CDV 115 Child Growth and Development **3 credit hours** (or equivalent) \*
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours** (or equivalent) \*  
or
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

Note

**Note:** Completion of this program *DOES NOT* lead to the Early Childhood (ZS) Endorsement on a teacher certificate in the State of Michigan.

**Education, M.A.**

[Click here for additional program information.](#)

Available in Adrian

Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

### Professional Core Courses: 28 credit hours

- SED 545 Collaboration in Special Education **4 credit hours**
- TED 571 Elementary Core Education Methods **4 credit hours**
- TED 572 Secondary Education Methods **3 credit hours**
- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 608 Fundamentals of Engineering Design I **3 credit hours**
- TED 609 Fundamentals of Engineering Design II **3 credit hours**
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**
- TED 635 Advanced Diagnosis and Remediation Of Reading Difficulties **3 credit hours**

### Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

### Total for Major: 37 credit hours

**Note:** Completion of this program DOES NOT lead to a teaching certificate or additional and endorsement in the State of Michigan.

### **Education, Reading Specialist K-12 Concentration, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

### Course Requirements

#### Common Core Courses: 6 credit hour

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

#### Professional Core Courses: 6 credit hours

- TED 617 Perspectives on Diversity **3 credit hours**
- TED 651 Legal and Ethical Issues for Educators **3 credit hours**  
or
- TED 551 Advanced Educational Psychology **3 credit hours**

#### Specialization Courses: 18 credit hours

- TED 535 Strategies For Teaching Reading Through The Content Areas In the Secondary School **3 credit hours**
- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**

- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours** \*\*
- TED 635 Advanced Diagnosis and Remediation Of Reading Difficulties **3 credit hours**
- TED 636 Imaginative Reading and Writing Through Trade Books and in Content Areas in the Elementary School **3 credit hours**
- TED 644 Integrated Language Arts and Reading Curriculum in the Middle Level **3 credit hours**

Integrative Experience: 3 credit hours

- TED 678 Reading Practicum **3 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 36 credit hours

Pre-Requisites for Master of Arts Degree

- LAN 330 Developmental Reading **3 credit hours** (or equivalent course) \*  
or
- TED 530 Developmental Reading **3 credit hours** (or equivalent course) \*
- LAN 334 Strategies For Teaching Reading **3 credit hours** \*  
or
- TED 534 Strategies For Teaching Reading **3 credit hours** \*
- ENG 225 Introduction To Children's Literature **3 credit hours** \*  
or
- ENG 226 Adolescent Literature **3 credit hours**\*

Note

\*\*TED 612 is not an option for the student who has previously completed, as an undergraduate at Siena Heights University, EDU 312 Exceptional Children and Youth in the Regular Classroom (or equivalent course at any postsecondary institution). An additional course will be added to fulfill the requirements for a Master's degree.

**Note:** Completion of 18 credit hours of courses from the specialization and TED 678 (21 credit hours in B – D above) plus successful completion of the MTTC leads to the Reading Specialist (BR) Endorsement on an existing elementary teacher certificate in the State of Michigan.

**Education, Special Education (K-12 Cognitive Impairment) Concentration, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Special Education Core Courses: 14 – 15 credit hours

- SED 521 Educational and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 541 Procedures in Special Education **2 credit hours**
- SED 542 Parent – School Partnership: Special Education **2 credit hours**
- SED 543 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 549 Culture and Diversity in Special Education **1 credit hours**
- SED 551 Behavior Management in Special Education **2 credit hours**
  
- TED 571 Elementary Core Education Methods **4 credit hours**  
or\*\*
- TED 572 Secondary Education Methods **3 credit hours**

Specialization Courses: 16 credit hours

- SED 545 Collaboration in Special Education **4 credit hours**
- SED 581 Nature and Need of Individuals with Cognitive Impairment **3 credit hours**
- SED 582 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment **2 credit hours**
- SED 583 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment **2 credit hours**
- SED 584 Transition and Career Education for Individuals with Disabilities **3 credit hours**
- SED 585 Strategies for Fundamental Reading and Functional Reading **2 credit hours**

Integrative Experience: 5 credit hours

- SED 680 Directed Teaching (Special Education) **4 credit hours**
- SED 595 Directed Teaching Seminar (Special Education) **1 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 44 – 45 credit hours

Pre-Requisites for Master of Arts Degree

- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours** \*
- or
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours** \*

Note

\*\* This depends on your certification area. You will take the course in your non-certified area.

**Note:** Completion of 35 – 36 credit hours in the specialization and special education core, plus successful completion of the MTTC, leads to the Cognitive Impairment (SA) K – 12 Endorsement on an existing special education teacher certificate in the State of Michigan.

## **Education, Special Education (K-12 Learning Disabilities) Concentration, M.A.**

Click here for additional program information.

Available in Adrian, Please see Pre-requisites \*

### **Course Requirements**

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Special Education Core Courses: 17-18 credit hours

- SED 521 Educational and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 541 Procedures in Special Education **2 credit hours**
- SED 542 Parent – School Partnership: Special Education **2 credit hours**
- SED 543 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 549 Culture and Diversity in Special Education **1 credit hours**
- SED 551 Behavior Management in Special Education **2 credit hours**
- SED 584 Transition and Career Education for Individuals with Disabilities **3 credit hours**
  
- TED 571 Elementary Core Education Methods **4 credit hours**  
or
- TED 572 Secondary Education Methods **3 credit hours**

Specialization Courses: 15 credit hours

- SED 534 Strategies for Teaching Reading to Students with Learning Disabilities **1 credit hours**
- SED 545 Collaboration in Special Education **4 credit hours**
- SED 561 Introduction to Learning Disabilities **3 credit hours**
- SED 562 Methods & Strategies for Teaching Children with Learning Disabilities **4 credit hours**
  
- TED 534 Strategies For Teaching Reading **3 credit hours**  
or\*\*
- TED 535 Strategies For Teaching Reading Through The Content Areas In the Secondary School **3 credit hours**

Integrative Experience: 5 credit hours

- SED 580 Directed Teaching (Special Education) **4 credit hours**

- SED 595 Directed Teaching Seminar (Special Education) **1 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 46-47 credit hours

Pre-Requisites for Master of Arts Degree

- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours** (or equivalent course)\*

Note

\*\* This depends on your certification area. You will take the course in your non-certified area.

**Note:** Completion of 34 – 35 credit hours in the specialization and special education core, plus successful completion of the MTTC, leads to the Learning Disabilities (SM) K – 12 endorsement on an existing general education teacher certificate in the State of Michigan. Completion of 20 credit hours in the specialization leads to the Learning Disabilities (SM) K – 12 endorsement on an existing special education teacher certificate in the State of Michigan.

## **Healthcare Leadership, M.A.**

[Click here for additional program information.](#)

Core courses may be available at main campus and satellite locations. All health care concentration courses are offered online only.

The Healthcare Leadership program is intended for individuals who have three (3) or more years of professional work experience, or approval from the Program Director. The focus of the program is the personal and professional development of the individual as a facilitator and manager of change in self, others, and organizations. These skills are becoming increasingly critical as organizations seek to remain relevant and competitive in a rapidly changing world. The curriculum incorporates multidisciplinary concepts from the social sciences, business, communications, and education.

## Course Requirements

Common Core Courses: 15 credit hours

- LDR 601 Leadership Theory **3 credit hours**
- LDR 602 Research And Professional Writing **3 credit hours**
- LDR 630 Organizational Culture And Communication **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**

Healthcare Leadership Concentration: 21 credit hours

- LDR 609 Health Care Systems Management **3 credit hours**

- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 620 Information Systems Management **3 credit hours**
- LDR 625 Human Resource Management In Health Care **3 credit hours**
- LDR 629 Overview Of U.S. Healthcare System **3 credit hours**
- LDR 650 Medical Law **3 credit hours**
- LDR 678 Practicum **3 credit hours**

Total for Major: 36 credit hours

## **Higher Education Leadership, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Battle Creek and Online.

The Higher Education Leadership program is designed to provide high-quality professional education to students who are currently employed in, or pursuing a career in high education. The focus of the program is the personal and professional development of the individual as a leader/administrator in post-secondary institutions today. Specific emphasis is placed on student development, effective instruction and assessment, and using technology in higher education to support instructional and administrative tasks. Furthermore, policies and procedures will be examined, along with the planning and evaluation of programs, to ensure organizational and student success.

## Course Requirements

Common Core Courses: 18 credit hours

- LDR 601 Leadership Theory **3 credit hours**
- LDR 602 Research And Professional Writing **3 credit hours**
- LDR 630 Organizational Culture And Communication **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 645 History Of Higher Education **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**

Higher Education Leadership Concentration: 18 credit hours

- LDR 604 Ethics And Social Justice **3 credit hours**
- LDR 612 Higher Education Law **3 credit hours**
- LDR 622 Student Development Theory **3 credit hours**
- LDR 623 Teaching And Technology In Higher Education **3 credit hours**
- LDR 624 Organization And Administration In Higher Education **3 credit hours**
- LDR 635 Program Planning And Evaluation **3 credit hours**

Total for Major: 36 credit hours

**As part of the graduate program in Higher Education Leadership at Siena Heights University, students will:**

1. *Explain* how economic, political, and social content has framed higher education developments over time.
2. *Recognize* changes in American higher education that have occurred during the past four centuries that have transformed institutional awareness, their mission, scope, populations, financing, and governance.

3. *Explore* how participation in higher education has been impacted by issues of class, culture, ethnicity, gender, race, religious affiliation, and sexual orientation.
4. *Assess* the historical dynamics that have nurtured the academic values of teaching, research, and service in changing the American culture in regard to higher education.
5. *Describe* the key areas of higher education history, including: the colonial colleges, republican higher education, the Jacksonian era, higher education innovation in the mid-1800s, the rise of the university, the expansion of institutions and enrollment of the early 20th century, and higher education since World War II.

## **Organizational Leadership, M.A.**

Click here for additional program information.

Available in Adrian, Battle Creek and Online.

The Organizational Leadership program is intended for individuals who have five (5) or more years of professional work experience. The focus of the program is the personal and professional development of the individual as a facilitator and manager of change in self, others, and organizations. These skills are becoming increasingly critical as organizations seek to remain relevant and competitive in a rapidly changing world. The curriculum incorporates multidisciplinary concepts from the social sciences, business, communications, and education.

## Course Requirements

Common Core Courses: 18 credit hours

- LDR 601 Leadership Theory **3 credit hours**
- LDR 602 Research And Professional Writing **3 credit hours**
- LDR 604 Ethics And Social Justice **3 credit hours**
- LDR 630 Organizational Culture And Communication **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**

Organizational Leadership Concentration: 18 credit hours

- LDR 606 Entrepreneurship **3 credit hours**
- LDR 610 Career Development And Mentoring **3 credit hours**
- LDR 621 Organizational Behavior And Psychology **3 credit hours**
- LDR 636 Teaming And Decision Making **3 credit hours**
- LDR 655 Negotiations As A Process **3 credit hours**
- LDR 695 Capstone **3 credit hours** \*

**Total for Major: 36 credit hours**

\* Capstone Experience

The Master of Arts in the Organizational Leadership Program Capstone Experience entails:

1. A "Capstone Course" which provides review and reflection of program core courses along with a "360° Assessment" survey.
2. An electronic graduate portfolio (e-portfolio).  
The electronic portfolio contains artifacts demonstrating the student's professional competencies, and is based

on the leadership program learning outcomes (see below). Such a portfolio is required of students in order to graduate from any of our MA programs. Leadership students usually begin to assemble their portfolio during the LDR 601 Leadership Theory. Students are required to have the following documents in their graduate portfolio:

- Table of contents
- Current professional resume
- Transcripts
- Training certificates
- Specialized awards or certificates
- List of competencies
- Three competency documents developed during the "first year of study"
- Relevant projects from LDR courses such as final projects, research papers, or presentations Prior learning credit awards (if applicable)

**As part of the graduate program in Organizational Leadership at Siena Heights University, students will:**

1. Analyze and evaluate a leader's contribution in dynamic decision making by utilizing teaming and entrepreneurial focus.
2. Analyze and evaluate various leadership theories, including servant leadership, while developing a personalized leadership development plan (a.k.a. "portfolio") that reflects their professional growth and development as a leader.
3. Analyze and evaluate analytical procedures and methods relevant to exploratory research through the utilization of professional and scholarly writing practices.
4. Analyze and evaluate quantitative decision making techniques that will provide leaders the best possible solutions to a problem involving limited resources.
5. Analyze and evaluate various theories of human behavior and recognize how they influence the workplace from an organizational leadership perspective.
6. Analyze and evaluate the ethical, social, legal cultural, and political issues as they relate to organizational leadership.
7. Analyze and evaluate the performance of their interactions with others so as to reflect human kindness.
8. Analyze and evaluate how they demonstrate and reflect their work in a competent, purposeful, and ethical manner.
9. Analyze and evaluate choices made in their professional contracts, which posits them to reflect human dignity in action.
10. Question and synthesize internal and external leadership behaviors, into a personal brand, consistent with their values and practices (Capstone).

## **Undergraduate Minors**

### **Accounting Minor**

#### Course Requirements for Minor

Program Requirements: 17 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC Approved Accounting elective **3 credit hours**

## Cognate Requirements: 6 Credit Hours

Two (2) courses from the following:

- BAM 201 Business Communications **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Total for Minor: 23 Credit Hours

## Other Requirements

1. Twelve (12) credit hours at the 300-400 level must be completed at Siena Heights University. As part of the twelve credit hours, a minimum of six (6) credit hours must be ACC courses (excluding ACC 480).
2. See specific Business and Management Division requirements.

## Animation Minor

### Course Requirements for Minor

Program Requirements: 12 Credit Hours

- ART 243 Introduction to Video **3 credit hours**

Cognate Requirements: 9 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ARG 330 User Experience/User Interface Design **3 credit hours**

Total for Minor: 21 Credit Hours

## Other Requirements

Except for students seeking a BFA in Art with a concentration of Photography & Digital Media, students may double count the requirements for this minor with their major requirements.

## Art History Minor

### Course Requirements for Minor

Program Requirements: 15 Credit Hours

- ARH 230 Non-Western Topics **3 credit hours**
- ARH 246 History of Graphic Design **3 credit hours**  
or

- ARH 248 History of Architecture **3 credit hours**
- Three Art History courses at the 300-400 level **9 credit hours**

Cognate Requirements: 3 Credit Hours

- ART 107 Foundations II: Core Concepts **3 credit hours**

Total for Minor: 18 Credit Hours

### Other Requirements

1. Any student wishing to continue in sequential art and art history courses must have earned a grade point of 2.0 or better in all designated prerequisites.
2. Students may double count Art History courses for both major and minor requirements.

### Art Minor

#### Course Requirements for Minor

Program Requirements: 15 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 107 Foundations II: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**

Approved Art Studio Electives: 12 Credit Hours

Total for Minor: 27 Credit Hours

### Behavioral Science Minor

The Siena Heights University Behavioral Science minor is offered for students who would like to complement their major programs (often Multidisciplinary Studies or Bachelor of Applied Science programs) with course work that will lend a specialization to their degree. Students pursuing the Behavioral Science minor are required to complete 21 credit hours which includes a nine (9) credit hour residency at Siena Heights University.

#### Course Requirements for Minor

Program Requirements: 21 Credit Hours

- PSC 130 American Democracy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- Approved Electives **6 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. Electives must be from two (2) different disciplines and at the 300 level or above, taken from CRJ, GER, PSC, PSY, SOC, or SWK.
2. Nine (9) credit hours in Behavioral Science must be taken at Siena Heights University.
3. Transfer social science course work from other institutions must have a grade point of 2.0 or better.

### Biology Minor

#### Course Requirements for Minor

Program Requirements: 20 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Elective **4 credit hours**

Total for Minor: 20 Credit Hours

### Other Requirements

1. Biology minors must complete 8 hours of Siena Height's biology courses at the 300 level or higher.
2. Students who are seeking teacher certification must take BIO 441 or BIO 443 as the required Biology elective.
3. Students seeking certification must also complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.
4. Students seeking secondary certification in teaching must also take NSC 110.
5. Students minoring in Biology must maintain a 2.1 GPA in all required courses (excluding cognate requirements in the minor).

### Business Administration Minor

#### Course Requirements for Minor

Program Requirements: 9 Credit Hours

- BAM 201 Business Communications **3 credit hours**

- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

#### Cognate Requirements: 17 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**

Choose three courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Minor: 26 Credit Hours

#### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only 2.0 GPA or higher transfer grades apply to the minor.
3. Students must earn a 2.5 minimum GPA for all minor course work at Siena Heights University.
4. See specific Business and Management Division requirements.

### **Catholic Studies Minor**

#### Course Requirements

Program Requirements 21 credit hours

- RST 103 Catholicism Today **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
- RST 395 Theological Application **3 credit hours**  
or
- RST 480 Faith In Action **3 credit hours**
- Three (3) courses in other disciplines chosen in consultation with the Religious Studies program coordinator.

Total for Minor: 21 credit hours

#### Other Requirements

Only two (2) courses in the Catholic Studies minor may also be counted towards a Religious Studies major or minor.

## **Ceramics Minor**

### Course Requirements for Minor

Program Requirements: 15 Credit Hours

- ART 101 Introduction to Ceramics **3 credit hours**
- ART 242 Introduction to Wheel Throwing **3 credit hours**

Choose four (4) of the following: 12 Credit Hours

- ART 241 Sculptural Ceramics **3 credit hours**
- ART 341 Advanced Sculptural Ceramics **3 credit hours**
- ART 342 Intermediate Wheel Throwing **3 credit hours**
- ART 442 Advanced Wheel Throwing **3 credit hours**
- ART 343 Ceramics: Mixed Media **3 credit hours**
- ART 468 Sculpture/Ceramics Integrative Studies I **3 credit hours**

Cognate Requirements: 3 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

Except for students seeking a BFA in Art with a concentration of Ceramics, students may double count the requirements for this minor with their major requirements.

## **Chemistry Minor**

### Course Requirements for Minor

Program Requirements: 20 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE Approved Elective **4 credit hours**

Total for Minor: 20 Credit Hours

### Other Requirements

1. Chemistry minors must complete 8 credit hours of Siena Heights chemistry courses at the 200-level or higher.
2. Students minoring in Chemistry must earn a C/C- or better in each required course
3. Students seeking teacher certification must take CHE 454 Biochemistry as their required chemistry elective.
4. Students seeking secondary certification in teaching must also take NSC 110 Earth Science.

## **Communications Minor**

### Course Requirements for Minor

#### Program Requirements: 18 Credit Hours

- COM 111 Introduction To Communications **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- COM 352 History Of The Mass Media **3 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

#### **And one of the following:**

- ENG 240 Introduction To Journalism **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**
  
- ARH 435 Visual Culture **3 credit hours**  
or
- ENG 435 Visual Culture **3 credit hours**
  
- COM 285 Special Topics **3 credit hours**  
or
- COM 485 Special Topics **3 credit hours**

Total for Minor: 18 Credit Hours

## **Computer and Information Systems General Minor**

### Requirements for Minor

#### Program Requirements: 24 Credit Hours

- CIS 140 Programming I **3 credit hours**
- CIS 240 Programming II **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 353 Systems Analysis **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**
- CIS 460 Web Development **3 credit hours**
- CIS Approved Elective (300/400 level) **3 credit hours**
- CIS 465 Management Information Systems **3 credit hours**

Total for Minor: 24 Credit Hours

## Other Requirements

1. Students need to earn a 2.1 g.p.a. in their minor.
2. For elementary and secondary certifications, all courses must be taken at Siena Heights University except CIS 140.
3. At the present time this minor is available only on the Adrian Campus.
4. Classes completed more than seven (7) years earlier cannot be used for this minor.
5. CIS general minors must complete 12 hours of 300/400 level CIS classes at Siena Heights University.

## Criminal Justice Minor

### Course Requirements for Minor

#### Program Requirements: 21 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours \***
- CRJ 341 Law Enforcement And Community Relations **3 credit hours \***
- CRJ 342 Criminology **3 credit hours**
- CRJ 440 Criminal Law **3 credit hours \***
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours \***

#### Cognate Requirements: 3 Credit Hours

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

#### Total for Minor: 24 Credit Hours

## Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

## Dance Minor

### Program Requirements

- TSC 102 Introduction To Theatre **3 credit hours**
- TSC 156 Acting I **3 credit hours**
- TSC 117 Modern Dance I **2 credit hours**
- TSC 217 Tap I **2 credit hours**
- TSC 118 Ballet I **2 credit hours**
- TSC 219 Jazz I **2 credit hours**
- TSC 267 Tap II **2 credit hours**
- TSC 248 Ballet II **2 credit hours**

Choose at least two of the following four courses

- TSC 220 Hip Hop **2 credit hours**
- TSC 221 Partnering **2 credit hours**
- TSC 222 Pilates And Yoga For Dancers **2 credit hours**
- TSC 249 Jazz II **2 credit hours**

Total for Minor: 22 credit hours

Any course may be double counted toward Minor and Liberal Arts Requirements.

### **English General Minor**

Requirements for Minor

Program Requirements: 6 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**

Concentration in Literary Studies: 24 Credit Hours

Eight (8) Electives, with a Minimum of five (5) at the 300/400 level.

Concentration in Secondary English Education: 26 Credit Hours

- ENG 221 English Grammar **3 credit hours**
- ENG 226 Adolescent Literature **3 credit hours**
- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 343 British Literary History I **3 credit hours**
- ENG 345 British Literary History II **3 credit hours**
- ENG 349 U.S. Literary History **3 credit hours**
- ENG 372 Secondary Methods **2 credit hours**
- ENG 445 Shakespeare **3 credit hours**
- LAN 332 Teaching Writing **3 credit hours**

Total for Minor: 30-32 Credit Hours

Other Requirements

1. Students seeking secondary teacher certification must also complete the appropriate English methods course ENG 372.

### **English, Creative Writing Minor**

Requirements for Minor

### Program Requirements: 24 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENG 270 Introductory Poetry Workshop **3 credit hours**
- ENG 271 Introductory Fiction Workshop **3 credit hours**
- ENG 272 Introduction To Editing A Literary Journal: Eclipse **2 credit hours**
- ENG 273 Introduction To Publishing A Literary Journal: Eclipse **1 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**

Choose one (1) of the following: 3 Credit Hours

- ENG 340 Advanced Poetry Workshop **3 credit hours**
- ENG 342 Advanced Fiction Workshop **3 credit hours**
- ENG 344 Scriptwriting **3 credit hours**

Choose one (1) of the following: 3 Credit Hours

- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 300/400 level Literature course

Total for Minor: 24 Credit Hours

### **Environmental Science Minor**

Course Requirements for Minor

Program Requirements: 21-22 Credit Hours

- ENV 110 Introduction To Environmental Science **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- ENV 342 Industrial Ecology And Sustainability **3 credit hours**
  
- ENV 152 Oceanography **3 credit hours**  
or
- ENV 141 Climatology **3 credit hours**

Approved Elective: 3-4 Credit Hours

- ENV 122 Geology **4 credit hours**
- ENV 141 Climatology **3 credit hours**
- ENV 441 Environmental Regulations **3 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 441 Terrestrial Ecology & Field Biology **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**

- CHE 241 Organic Chemistry I **4 credit hours**
- BAM 411 Business And Society **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- CDV 375 Administration Of Child Care Centers **3 credit hours**
- HIS 211 United States History **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PSC 380 Public Policy **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**

Total for Minor: 21-22 Credit Hours

### Other Requirements

1. Students minoring in Environmental Science must maintain a 2.1 g.p.a. in all required courses.

### Ethnic and Gender Studies Minor

#### Course Requirements for Minor

Requirements: 21 Credit Hours

- HUM 110 Intro To Ethnic And Gender Studies **3 credit hours**

Choose six (6) approved electives from the following: 18 Credit Hours

- ARH 350 Art and Gender **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- HIS 201 Native American History **3 credit hours**
- HIS 202 African American History **3 credit hours**
- HIS 203 Mexican American History **3 credit hours**
- HIS 204 Women In U.S. History **3 credit hours**
- HIS 323 History Of Middle East **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- PSY 275 Psychology Of Gender **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- \_\_\_\_ 285 Special Topics: **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. Only two (2) courses may be double-counted towards the student's major or a second minor.
2. A maximum of two (2) courses from a single academic program can be counted towards the six required electives.
3. Students should note prerequisites for PSC 430 and SOC 244.

### Finance Minor

#### Course Requirements for Minor

Program Requirements: 12 Credit Hours

Any four of the following:

- ACC 361 Managerial Cost Accounting **3 credit hours**
- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 450 International Finance **3 credit hours**

Cognate Requirements: 14 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University. As part of the twelve credit hours a minimum of six (6) credit hours must be FIN courses.
2. Only 2.0 or higher transfer grades apply to the minor.
3. Students must earn a 2.5 minimum GPA for all minor course work at Siena Heights University.
4. Accounting Majors applying ACC 361 must add 3 credits of ACC approved electives to their major.
5. Students may take FIN 209 or FIN 309, but not both.
6. See specific Business and Management Division requirements.

### Gerontology Minor

#### Course Requirements for Minor

### Program Requirements: 18 Credit Hours

- GER 240 Introduction To Gerontology **3 credit hours**
- GER 341 Health Issues In Human Aging **3 credit hours**
- GER 342 Programs For Older Adults **3 credit hours**

### Approved Electives: 9 Credit Hours

- CRJ 345 Special Needs Offenders In The Community **3 credit hours**
- GER 480 Gerontology Internship **3 credit hours**
- GER 385 Special Topics in Gerontology
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY 370 Psychology Of Aging **3 credit hours**
- PSY 433 Death And Dying **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**

### Cognate Requirements: 3 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**  
or
- SOC 111 Introduction To Sociology **3 credit hours**

### Total for Minor: 21 Credit Hours

## Graphic Design Minor

### Course Requirements for Minor

### Program Requirements: 15 Credit Hours

- ARG 147 Introduction to Graphic Design **3 credit hours**
- ARG 247 Typography **3 credit hours**
- ARG 347 Corporate Identity **3 credit hours**
- ARG 348 Publication Design **3 credit hours**
- ARG 442 Information Design **3 credit hours**

### Cognate Requirements: 9 Credit Hours

- ART 111 Foundations IV: Digital Concepts **3 credit hours**

### Lower-level elective: 3 Credit Hours

(select one from this list)

- ARG 243 Introduction to Animation
- ARG 246 Introduction to Video
- ARG 330 User Experience/User Interface Design **3 credit hours**
- ARH 246 History of Graphic Design **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**

Upper-level elective: 3 Credit Hours

(select one from this list)

- ARG 446 Integrative Design **3 credit hours**
- ARH 435 Visual Culture **3 credit hours**

Total for Minor: 24 Credit Hours

### Other Requirements

1. Except for students seeking the BFA in Graphic design, students may double count the requirements for this minor with their major requirements.

### Health Care Management Minor

The Health Care Management minor is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences. Classes required for the Health Care Management minor may not be available on the Adrian campus.

The Health Care Management minor provides health care professionals with marketable management skills. Designed specifically for students in the B.A.S. (Bachelor of Applied Science) degree program majoring in Allied Health areas, and related fields such as Community and Human Services and students with an interest in Health Care Management who major in Multidisciplinary Studies.

### Course Requirements for Minor

Program Requirements: 12 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- HCM 444 Strategic Planning In Healthcare Management **3 credit hours**

Cognate Requirements: 9 Credit Hours

(may be transferred)

- MGT 302 Management Principles And Cases **3 credit hours**
- BAM 441 Managerial Communications **3 credit hours**

Choose one (1) Approved Business Elective: 3 Credit Hours

- BAM 311 Business Ethics **3 credit hours**
- BAM 450 Women In Business **3 credit hours**
- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 450 Labor Relations **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MGT 485 Special Topics **1-3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. Nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.
2. Grades below a 2.0 GPA may not be used in the minor.

### History Minor

#### Course Requirements for Minor

Program Requirements: 18 Credit Hours

- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 211 United States History **3 credit hours**
- HIS Approved Electives **9 credit hours** (9 s.h. at 200+ level; 3 s.h. in each European, U.S., and Non-Western/Global)

Cognate Requirements: 6 Credit Hours

- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**

Total for Minor: 24 Credit Hours

### Other Requirements

1. Students seeking teacher certification must also complete SST 373 Social Studies Methods.
2. See certification pathway for all EDU certification requirements.

### Humanities Minor

#### Course Requirements for Minor

## Requirements: 15 Credit Hours

- Art History, Music, Performing Arts, or Foreign Language **3 credit hours**
- History (300 or 400 level) **3 credit hours**
- Literature (300 or 400 level) **3 credit hours**
- Philosophy (300 or 400 level) **3 credit hours**
- Religious Studies (300 or 400 level) **3 credit hours**

## Approved Electives in Minor: 9 Credit Hours

These are classes in the five areas listed above under distribution requirements, which are approved as electives for the individual student.

## Total for Minor: 24 Credit Hours

## Other Requirements

1. 12 credit hours of the minor must be at the 300 or 400 level.
2. 18 credit hours in major (9 credit hours in minor) must be taken at Siena Heights University.
3. Grades below a 2.0 g.p.a. are not accepted in the major.
4. Minimum overall g.p.a. to graduate with this minor is 2.5.

## Information Technology Management Minor

The Information Technology Management Minor is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences. Classes required for the Information Technology Management minor may not be available on the Adrian campus.

Designed for students in the B.A.S. (Bachelor of Applied Science) degree program majoring in computer, industrial, nuclear, and other technology related fields, and students who major in Multidisciplinary Studies.

## Program Requirements

### Program Courses: 6 Credit Hours

- MGT 302 Management Principles And Cases **3 credit hours**
- ITM 365 Management Of Information Technology **3 credit hours**

### Information Technology Management Courses: 12 Credit Hours

- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- ITM 470 Strategic Management Of Innovation **3 credit hours**
- ITM 480 Information Technology Strategy **3 credit hours**

## Approved Electives: 3 Credit Hours

Select one (1) from the following

- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. May not be double counted as an Information Technology Management elective and a Business Administration and Management elective.
2. A minimum of nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.
3. Grades below a 2.0 GPA may not be used in the minor.

### **ITM: Project Management, Minor**

Pre-Requisite Courses: 6 credit hours

- ITM 365 Management Of Information Technology **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

Program Requirements: 12 credit hours

- ITM 461 Project Management Coordination **3 credit hours**
- ITM 463 Project Management Control **3 credit hours**
- ITM 465 Project Management Strategy **3 credit hours**
- ITM 467 Agile Project Management **3 credit hours**

Choose one course from the following: 3 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

Total for Minor: 21 credit hours

### Other Requirements

1. Nine (9) credit hours must be taken at Siena Heights University.
2. MKT 310 Marketing Principles And Cases is a pre-requisite for MKT 360 and MKT 470.
3. Consult with the ITM Program Coordinator regarding course equivalencies.

### **Management Minor**

## Course Requirements for Minor

### Program Requirements: 15 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT Approved Electives (Must be 300/400 level) **9 credit hours**

### Cognate Requirements: 7 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**  
or
- ECO 222 Macroeconomics **3 credit hours**

Total for Minor: 22 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only the equivalents of 2.0 or higher grade transfer courses apply to the minor.
3. Students must earn a 2.5 minimum g.p.a. for all minor course work at Siena Heights University.
4. Only 3 credit hours of MGT 485 , Special Topics courses apply.
5. Management validators for transfer students: BAM 340 , BAM 450 , MGT 357 , MGT 360 , MGT 361 , MGT 450 , MGT 452 and MGT 457 .
6. See specific Business and Management Division requirements.

## Marketing Minor

### Course Requirements

### Program Requirements: 15 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT Approved Electives (Must be 300/400 level) **9 credit hours**

### Cognate Requirements: 7 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**

- ECO 221 Microeconomics **3 credit hours**  
or
- ECO 222 Macroeconomics **3 credit hours**

Total for Minor: 22 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only the equivalent of 2.0 or higher grade transfer courses apply to the minor .
3. Students must earn a 2.5 minimum g.p.a. for all minor course work at Siena Heights University.
4. Only 3 credit hours of MKT 485 courses apply.
5. Marketing validators for transfer students include: MKT 320 , MKT 350 , MKT 351 , MKT 360 , MKT 455 , MKT 460 and MKT 470 .
6. See specific Business and Management Division requirements.

## Mathematics Elementary Education Minor

### Course Requirements for Minor

Program Requirements: 26 Credit Hours

- MAT 150 Math For Elementary Teachers I **2 credit hours**
- MAT 151 Math For Elementary Teachers II **2 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. Mathematics minors must earn a 3.0 grade point average in their minor in pursuing teacher certification.
2. This minor is available as an additional endorsement to an existing Michigan Elementary Certification.
3. Mathematics minors must complete 3 courses (Minimum of 9 credit hours) in mathematics at the 200-level or higher at Siena Heights.
4. See certification pathway for all EDU certification requirements.

## Mathematics Minor

### Course Requirements for Minor

Program Requirements: 25 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**

Select one (1) elective from below: 3-4 Credit Hours

- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 282 Differential Equations **4 credit hours**
- MAT 352 Geometry **3 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. Mathematics minors must complete a 9-hour residency at Siena Heights University

## Mathematics Secondary Education Minor

### Course Requirements for Minor

Program Requirements: 25 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 260 Discrete Mathematics **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 372 Secondary Methods **2 credit hours**

Total for Minor: 25 Credit Hours

### Other Requirements

1. Mathematics minors must earn a 3.0 grade point average in their minor if pursuing teacher certification.
2. Mathematics minors must complete 3 courses (Minimum of 9 credit hours) in mathematics at the 200-level or higher at Siena Heights.
3. See certification pathway for all EDU certification requirements.

## Music Minor

## Course Requirements

### Program Requirements: 27 Credit Hours

- MMM 113 Beginning Class Piano **2 credit hours**
- MMM 173 Intermediate Class Piano **2 credit hours**
- MMM 114 Introduction To Music **3 credit hours**
- MMM 110 Fundamentals Of Music Theory **2 credit hours**
- MMM 170 Music Theory I **2 credit hours**
- Performance Ensembles **6 credit hours**
- Applied Music Lessons **4 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

### History of Western Music: 2 Credit Hours

choose one (1)

- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**

### Total for Minor: 27 Credit Hours

## Other Requirements

1. All music minors must earn a "C" or better in all required music courses and must maintain a cumulative 2.5 g.p.a. in required courses for the minor.
2. All music minors are required to attend recitals and concerts sponsored by the Music Department.
3. At least one (1) credit hour in Music Ensemble must be taken each session for six (6) sessions. Ensembles will be determined by the Music Department.

## Painting & Drawing Minor

### Course Requirements for Minor

### Program Requirements: 18 Credit Hours

- ART 109 Foundations III: Drawing Concepts **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 255 Painting & Drawing: Life Study **3 credit hours**
- ART 355 Painting & Drawing: Color Issues and Abstraction **3 credit hours**
- ART 356 Painting & Drawing: Collage to Installation **3 credit hours**
- ART 455 Painting & Drawing: Style **3 credit hours**

### Cognate Requirements: 3 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**

Total for Minor: 21 Credit Hours

## Other Requirements

Except for students seeking a BFA in Art with a concentration of Painting & Drawing, students may double count the requirements for this minor with their major requirements.

## Philosophy Minor

### Course Requirements

Program Requirements: 21 Credit Hours

- PHI 211 Logic **3 credit hours**  
or
- PHI 311 Symbolic Logic **3 credit hours**
  
- PHI 220 Introduction To Ethics **3 credit hours**  
or
- PHI 260 Introduction To Political Philosophy **3 credit hours**
  
- PHI 340 Ancient Philosophy **3 credit hours**  
or
- PHI 341 Modern Philosophy **3 credit hours**
  
- PHI 364 Philosophy Of Science **3 credit hours**  
or
- PHI 365 Knowledge And Reality **3 credit hours**
  
- PHI 320 Social Ethics **3 credit hours**  
or
- PHI 362 Social And Political Philosophy **3 credit hours**

Choose 6 credit hours of PHI Approved Electives

Total for Minor: 21 Credit Hours

## Photography Minor

### Course Requirements for Minor

Program Requirements: 12 Credit Hours

- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 357 Intermediate Photography **3 credit hours**
- ART 457 Advanced Photography **3 credit hours**
- ART 458 Photo Integration **3 credit hours**

Cognate Requirements: 9 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ARG 330 User Experience/User Interface Design **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

Except for students seeking a BFA in Art with a concentration of Photography & Digital Media, students may double count the requirements for this minor with their major requirements.

## **Printmaking & Books Arts Minor**

### Course Requirements for Minor

Program Requirements: 15 Credit Hours

- ART 118 Introduction to Book Arts **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**
- ART 299 Screenprinting **3 credit hours**
- ART 388 Pop-Up and Moveable Books **3 credit hours**
- ART 399 Relief Printing **3 credit hours**

Cognate Requirements: 6 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 109 Foundations III: Drawing Concepts **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

Except for students seeking a BFA in Art with a concentration of Printmaking & Book Arts, students may double count the requirements for this minor with their major requirements.

## **Professional Communication Minor**

### Required Courses for Minor

Program Requirements: 9 Credit Hours

- PCM 301 Fundamentals Of Professional Communication **3 credit hours**
- PCM 330 Intercultural Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**

Cognate Requirements: 12 credit hours

- BAM 311 Business Ethics **3 credit hours**
- BAM 441 Managerial Communications **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours \***

Total for Minor: 21 credit hours

### Other Requirements

\*Course must be completed with Siena Heights University.

1. A minimum of nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.
2. ENG 101 or ENG 102 (or equivalent) must be completed before beginning coursework in the PCM minor with a 3.0 or higher.
3. If not previously taken, MGT 302 Management Principles And Cases must be completed before BAM/ MGT Cognate Requirements.

### Psychology Minor

#### Required Courses for Minor

Program Requirements: 24 credit hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 350 Abnormal Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY Approved Electives **6 credit hours**

Total for Minor: 24 credit hours

### Other Requirements

1. Nine (9) hours residency at the 300/400 level required for the minor.

### Public Services Administration Minor

#### Course Requirements for Minor

Program Requirements: 9 credit hours

- PSA 331 Fundamentals Of Public Services Administration **3 credit hours**
- PSA 433 Budgeting For Public Services Administration **3 credit hours**

- PSA 434 Critical Issues In Public Services Administration **3 credit hours**

Cognate Requirements: 12 credit hours

- ITM 460 Information Technology Project Management **3 credit hours**
- PSC 130 American Democracy **3 credit hours**  
or
- PSC 380 Public Policy **3 credit hours**  
or
- PSC 431 Law And Society **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**  
or
- PSY 340 Social Psychology **3 credit hours**  
or
- SOC 111 Introduction To Sociology **3 credit hours**

Choose one (1) of the following electives: 3 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PSA 495 Senior Seminar **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**

Total for Minor: 21 credit hours

### Other Requirements

1. A minimum of nine (9) credit hours at the 300-400 level is required with Siena Heights University.
2. If completed as an elective, PSA 495 has several pre-requisites: PSA 331, PSA 341, and PSA 433. Enrollment requires permission. PSA 495 should be taken in the last term at Siena.
3. All students must maintain a cumulative 2.50 g.p.a. in the minor.
4. Grades below a 2.0 g.p.a. are not allowed in the course requirements for the minor.
5. MGT 365 Project Management may substitute for ITM 460.

### Religious Studies, Broad Ecumenical Focus Minor

#### Course Requirements

Program Requirements: 21 credit hours

- RST 301 Theological Inquiry **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**  
or
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 310 Readings In Contemporary Theology **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
- RST 313 Theology Of The Church **3 credit hours**  
or
- RST 324 Western Religions **3 credit hours**
- RST 395 Theological Application **3 credit hours**
- Approved RST Elective **3 credit hours**

Total for Minor: 21 credit hours

### Other Requirements

1. All courses are totally online except RST 324 (Metro-Detroit Schedule). Requests to transfer courses from other colleges will be handled on a case-by-case basis.
2. This minor cannot be awarded with the BA in Theological Studies or Religious Studies.
3. Siena Heights University will not award this minor without completing a Bachelor's degree from Siena Heights.
4. A 2.0 g.p.a. is required for this minor.

### Sculpture Minor

#### Course Requirements for Minor

Program Requirements: 15 Credit Hours

- ART 121 Introduction to Sculpture **3 credit hours**
- ART 241 Sculptural Ceramics **3 credit hours**
- ART 356 Painting & Drawing: Collage to Installation **3 credit hours**
- ART 375 Sculpture: Material and Process **3 credit hours**
- ART 440 Sculpture: Installation and Experimental Art **3 credit hours**

Cognate Requirements: 6 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 101 Introduction to Ceramics **3 credit hours**

Total for Minor: 21 Credit Hours

## Other Requirements

Except for students seeking a BFA in Art with a concentration of Sculpture, students may double count the requirements for this minor with their major requirements.

## Social Science Minor

### Course Requirements for Minor

Interdisciplinary Requirements: 24 credit hours

- GEO 301 Cultural Geography I **3 credit hours**  
or
- GEO 302 Cultural Geography II **3 credit hours**
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 211 United States History **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- Approved Electives From 300/400 level History, Religious Studies, Psychology, Political Science, Sociology, Philosophy or Geography. **3 credit hours**

Total for Minor: 24 credit hours

## Spanish Minor

### Course Requirements

Program Requirements: 29 credit hours

- SPA 240 Intermediate Spanish I **4 credit hours**
- SPA 241 Intermediate Spanish II **4 credit hours**
- SPA 340 Spanish Conversation I **3 credit hours**
- SPA 341 Spanish Conversation And Grammar II **3 credit hours**
- SPA 360 Spanish Phonetics And Phonology **3 credit hours**

Spanish Literature electives: 6 Credit Hours

select two (2) from below

- SPA 333 Literature Of Mexico **3 credit hours**
- SPA 352 Literature Of Latin America **3 credit hours**
- SPA 353 Literature Of Spain **3 credit hours**

Spanish Electives: 6 Credit Hours

select two (2) from below

- SPA 311 Culture And Civilization Of Spain **3 credit hours**
- SPA 312 Culture And Civilization Of Latin America **3 credit hours**
- SPA 347 Culture And Civilization Of Mexico **3 credit hours**

Total for Minor: 29 credit hours

### Other Requirements

1. Grades below a 2.0 g.p.a. are not allowed in the minor.
2. Students seeking teacher certification must also complete SPA 372 Spanish Methods.
3. Students seeking teacher certification are highly recommended to study one session in a Spanish speaking country.
4. All courses taught in Spanish unless otherwise noted.

### Theatre, Speech Communication Minor

#### Program Requirements

- TSC 101 Fundamentals Of Speech Communication **3 credit hours**
- TSC 102 Introduction To Theatre **3 credit hours**
- TSC 103 Theatre Technology **3 credit hours**
- TSC 214 Voice And Diction **3 credit hours**
- TSC Approved Electives **9 credit hours**

Total for Minor: 21 credit hours

### Theatrical Design and Technology Minor

#### Course Requirements for the Minor

Program Requirements: 18 credit hours

- TSC 102 Introduction To Theatre **3 credit hours**
- TSC 103 Theatre Technology **3 credit hours**
- TSC 257 Introduction To Theatrical Design **3 credit hours**

Choose one course from the following: 3 credit hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ENR 104 Computer Aided Drafting **3 credit hours**
- TSC 104 Computer Aided Drafting **3 credit hours**

Choose two courses from the following: 6 credit hours

- TSC 269 Stage Make-Up **3 credit hours**

- TSC 357 Scenic Design **3 credit hours**
- TSC 358 Lighting, Sound Design **3 credit hours**
- TSC 359 Costume Design **3 credit hours**
- TSC 360 Technical Design for Theatre **3 credit hours**

Total for Minor: 18 credit hours

### **Theology, Focus on Catholic Theology Minor**

#### Course Requirements

Program Requirements: 21 credit hours

- RST 102 Introduction To Christian Theology **3 credit hours**  
or
- RST 103 Catholicism Today **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**  
or
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 310 Readings In Contemporary Theology **3 credit hours**  
or
- RST 326 Christian Spirituality **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 480 Faith In Action **3 credit hours**
- RST 395 Theological Application **3 credit hours**
- RST Approved Elective **3 credit hours**

Total for Minor 21 credit hours

#### Other Requirements

1. Theological minors will be expected to integrate a theological component to their senior project in their major. This will be assessed in cooperation with the faculty of the student's declared major and in accordance with Religious Studies program learning outcomes.

#### Alternative Considerations for Minors

Instead of the Theology Minor a student may wish to contract for a Religious Studies minor. This allows students to create a minor that will uniquely address particular interests and/or serve as a complement to their major.

#### **Video Minor**

#### Course Requirements for Minor

Program Requirements: 12 Credit Hours

- ART 344 Intermediate Video **3 credit hours**
- ART 346 Advanced Video **3 credit hours**

Cognate Requirements: 9 Credit Hours

- ART 105 Foundations I: Core Concepts **3 credit hours**
- ART 111 Foundations IV: Digital Concepts **3 credit hours**
- ARG 330 User Experience/User Interface Design **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

Except for students seeking a BFA in Art with a concentration of Photography & Digital Media, students may double count the requirements for this minor with their major requirements.

### Undergraduate Certification

#### Computer and Information Systems General Certificate

##### Requirements

Program Requirements: 18 Credit Hours

- CIS 140 Programming I **3 credit hours**
- CIS 240 Programming II **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 353 Systems Analysis **3 credit hours**
- CIS 460 Web Development **3 credit hours**
- Approved Elective **3 credit hours**

Total for Certificate: 18 Credit Hours

### Museum Studies Certificate

##### Course Requirements for Certificate

Required Courses: 12 Credit Hours

- ENG 435 Visual Culture **3 credit hours**
- HIS 220 Museum Studies And Collections **3 credit hours**
- HIS 480 Internship **3 credit hours**
- MKT 320 Marketing The Arts **3 credit hours**

## Electives Courses: 3 Credit Hours

Choose one (1) of the following

- ARH 330 American Art History **3 credit hours**
- ARH 445 History of Photography **3 credit hours**
- ARG 147 Introduction to Graphic Design **3 credit hours**
- ARG 348 Publication Design **3 credit hours**
- HIS 211 United States History **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**

Total for Certificate: 15 Credit Hours

## Non-Degree

### Education, Secondary Teacher Education

[Click here for additional program information.](#)

This program is designed for students interested in teaching their major and minor in grades 6 through 12.

### Teacher Education Course Requirements: 41-44 Credit Hours

- EDU 201 Principles Of Teaching In School And Society **3 credit hours** \*
- EDU 301 Perspectives In American Education **3 credit hours**
- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours**
- EDU 321 Technology For Educators **3 credit hours**
- EDU 349 Culture And Diversity In Schools **3 credit hours**
- EDU 351 Educational Psychology **3 credit hours**
- EDU 360 Education Practicum **3 credit hours** (Usually taken the same session as EDU 372) \*
- EDU 372 Secondary Education Methods **3 credit hours**
- 372 **2 credit hours**  
(taught by department in which student is majoring or minoring)\*
- EDU 480 Student Teaching **7-10 credit hours** \*
- EDU 495 Student Teaching Seminar **2 credit hours** \*
- LAN 332 Teaching Writing **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**

## Other Requirements

\* Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus.

1. EDU 480 is a residency requirement and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.
2. Please see additional information on the Education and Special Education page.

## English as a Second Language

The Siena Heights English as a Second Language program includes the following basic courses at all levels.

ESL Reading for comprehension and vocabulary enrichment.

ESL Grammar for spoken and written communication.

ESL Writing for structuring and elaborating written communication.

ESL Speaking and Pronunciation for spoken communication and listening comprehension.

The schedule is arranged so that students whose placement evaluations show different skill levels may study in two different levels at the same time. For example, a student with strong verbal skills but weaker writing skills may take speaking and writing concurrently.

A total of 20 credit hours of ESL may count as a student's general elective credits towards a baccalaureate degree, with a maximum of 8 credit hours from below the 100 level courses.

Students who have met the English Proficiency requirements for admission but require some additional language instruction may be dual enrolled in ESL and academic courses.

For billing purposes, dual-enrolled students will be billed at the flat-rate tuition up to the 20 credit hours.

Students attending Full-time or Part-time ESL will be charged the ESL tuition rate. Please check with the Office of International Studies for current ESL rates.

### English as a Second Language: Intermediate & Beginning: 24 Credit Hours

- ESL 071 Beginners Reading **2 credit hours**
- ESL 072 Beginners Grammar **2 credit hours**
- ESL 073 Beginners Writing **2 credit hours**
- ESL 074 Beginners Speaking **2 credit hours**
- ESL 081 Intermediate Reading **2 credit hours**
- ESL 082 Intermediate Grammar **2 credit hours**
- ESL 083 Intermediate Writing **2 credit hours**
- ESL 084 Intermediate Speaking **2 credit hours**
- ESL 091 High Intermediate Reading **2 credit hours**
- ESL 092 High Intermediate Grammar **2 credit hours**
- ESL 093 High Intermediate Writing **2 credit hours**
- ESL 094 High Intermediate Speaking **2 credit hours**

### English as a Second Language: High Advanced: 25 Credit Hours

- ESL 110 Business English **3 credit hours**
- ESL 141 Advanced Reading **2 credit hours**
- ESL 142 Advanced Grammar **2 credit hours**
- ESL 143 Advanced Writing **2 credit hours**
- ESL 144 Advanced Speaking **2 credit hours**
- ESL 151 High Advanced Reading **2 credit hours**
- ESL 152 High Advanced Grammar **2 credit hours**
- ESL 153 High Advanced Writing **2 credit hours**
- ESL 154 High Advanced Speaking **2 credit hours**

The courses in the Siena Heights ESL Programs

The courses in the Siena Heights ESL Programs are of six weeks' duration. A full time course load is defined as twenty (20) hours of classroom instruction per week, or four courses per six-week sub-session.

**Total for Program: 49 Credit Hours**

## **Pre-Law Program**

Siena Heights University recognizes that there is no one correct pre-law preparation. The curriculum presented will prepare students with the skills necessary for law school: reading, writing, reasoning, critical thinking, verbal communication, problem solving, and breadth of experience and knowledge.

Siena Heights University's pre-law curriculum consists of a core sequence of courses considered by the university to be most appropriate for students planning to enter law school. The additional list of highly recommended courses will complement a student's breadth of education and, therefore, increase the chances of successfully entering law school.

Students must complete an academic major and although any major is possible, the following are particularly recommended:

Accounting  
Business Administration  
Criminal Justice  
English  
History  
Mathematics  
Philosophy  
Psychology  
Social Science

Internships or cooperative work experiences can be arranged through the Career Services Office. Outside speakers will be on-campus to discuss law school preparation, entrance, and survival, as well as career possibilities in law. Special pre-law advisors and our Philosophy department faculty will assist students in counseling and advising.

Siena Heights has an articulation agreement with the University of Detroit Mercy Law School providing up to five seats per year to Siena graduates with a 3.2 cumulative g.p.a. and a LSAT score in the top fiftieth percentile.

## **Pre-Law Curriculum**

Required courses may also count toward majors, minors, and university core requirements. Upon completion of the Pre-Law Program and receipt of a baccalaureate degree, the student's transcript will note that the Pre-Law Curriculum of 40 credit hours has been completed.

### **Required Courses for Pre-Law Curriculum**

- BIO Lab Science Course **4 credit hours**  
or
- CHE Lab Science Course **4 credit hours**  
or
- PHY Lab Science Course **4 credit hours**
  
- ENG 211 Rhetoric **3 credit hours**
- ENG 212 Research **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**

- HIS 211 United States History **3 credit hours**
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- TSC 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Pre-Law Curriculum: 40 Credit Hours

#### Highly Recommended Courses

- ACC 203 Principles of Accounting I **4 credit hours**
- BAM 340 Legal Environment Of Business **3 credit hours**
- CIS Computer and Information Systems Elective **3 credit hours**
- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- ENG 113 Introduction To Literature **3 credit hours**
- ENG 341 Advanced Expository Writing **3 credit hours**
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- PHI 362 Social And Political Philosophy **3 credit hours**
- PSC Political Science Elective **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**

#### **Pre-Medical, Pre-Osteopathic, Pre-Dental, Pre-Veterinary, and Pre-Podiatric Programs**

In most cases, successful applicants to medical, osteopathic, dental, and podiatric schools have completed a B.A. or B.S. degree. The baccalaureate degree major may be in any field of study. Four courses in chemistry, three in biology, two in physics, two in mathematics and two in English are required by most medical, osteopathic, podiatric, and dental schools. The requirement for a large number of science courses probably explains the fact that, at Siena Heights University, most successful applicants to these professional schools hold baccalaureate degree majors in biology.

Admission to professional programs in the various areas of health services is highly competitive. Hence, the student whose goal is a career in the health professions is advised:

1. To develop a good grade point average beginning with his/her first session in college.

2. To obtain work or volunteer experience related to his/her career goal.
3. To participate in some extra-curricular activities to develop leadership potential and to broaden his/her spheres of interest.
4. To plan carefully to meet the financial requirements of extensive training.
5. Most Siena Heights University students planning to attend medical or veterinary school normally major in Biology. Students should consult with a science advisor during the first year.

## **Adrian Dominican Montessori Teacher Education Institute (ADMTEI)**

*Credit by transfer*

### **EDUCATIONAL PHILOSOPHY AND HISTORY 1**

A thorough examination of Maria Montessori's philosophy and methodology with an emphasis on the Montessori learning environment. Examines the popular principles and techniques of education in current society and the educators and philosophers of the past and their impact on education.

### **EARLY CHILDHOOD DEVELOPMENT 1**

An in-depth study of the child's development from conception to the early elementary years. Examines the significance of the learning environment, parent/child and teacher/child interactions, the integration of children with special needs into the regular classroom environment, and the association between theories and data of early child development and early childhood educational methods.

### **EVERYDAY LIVING CURRICULUM 1**

The introduction to the most basic of the curriculum areas in the Montessori environment. Presents theory and practice of the intricacies of the lesson plan for the prepared environment as well as methods and materials.

### **SENSORIAL CURRICULUM 1**

An exploration of the sensorial (visual, tactile, auditory, olfactory, and gustatory) curriculum as a developmental means by which the child integrates experiences for the development of abstract thinking. Provides opportunities to design and make activities and materials that are "strategies for observation" by the child.

### **MATH CURRICULUM 1**

The development of activities, strategies, and materials which provide the framework for implementing the mathematics curriculum sequence. Includes the examination of the developmentally appropriate curriculum for numeration, the decimal system, linear counting, static operations, dynamic operations, and fractions.

### **LANGUAGE CURRICULUM 1**

A holistic approach to language development, including listening, talking, reading, writing, and thinking. Presents the development of language from the child's early days through young childhood as a precursor to reading and writing.

### **MONTESSORI STUDENT TEACHING 6**

A yearlong experience in a Montessori classroom/setting working in the capacity of a supervised teacher. Requires a minimum of 725 contact hours, accompanied by seminars.

## **Business and Management**

### **Majors**

Siena Heights University offers a Bachelor of Business Administration (BBA) degree in the areas of Accounting, Business Administration, Management, Marketing and Sport Management. An Associate of Arts (AA) degree is offered in Accounting and Business Administration. Students may not double major in the Division.

### **Minors**

The Business and Management Division offers minors including: Accounting, Business Administration, Finance, Management, and Marketing. These minors are offered to non-business majors only.

## **Concentrations**

Concentrations are a series of courses in a particular business field. Concentrations are designed to allow Business and Management Division students to further study in one or more areas of interest. Students majoring in the Business and Management Division may concentrate in one or more of the following areas: accounting, entrepreneurship, finance, information technology management, international business, management, and marketing. Concentrations are only offered to students majoring in business administration.

## **GPA Minimums for the Major**

Accounting, Business Administration, Management, Marketing majors require a 2.5 GPA in the program requirements. Sport Management majors require a 2.5 GPA in the program requirements, field experience and cognate requirements. Students earning a "D" grade cannot count this towards any major if it is transferred from another institution. Otherwise, "D" grades satisfy Accounting, Business Administration, Management, Marketing and Sport Management major requirements provided the minimum GPA is maintained.

## **Applying Credits**

The same course may not apply to two majors or to both a major and a minor. Courses that are part of an AA degree, however, do apply towards a BA or BBA. See your advisor for details.

## **Transfer Credit**

1. "D" transfer grades do not apply at all to Division majors, minors or concentrations. Only grades of a 2.0 in the course or higher will count toward courses in any major, minor, and/or concentration in the Division.
2. After initial enrollment at Siena Heights University, subsequent courses taken elsewhere become "transfer courses". Only transfer courses with prior written approval from the program chairperson may apply to the major. The appropriate site director or chairperson must approve, in writing, departures from the student's approved major degree plan.
3. Accounting, Business Administration, Management, and Marketing majors may transfer in the equivalents of MGT 302 and MKT 310 provided they are 300-400 level courses. To apply either of these courses, the student must earn a 2.0 or higher in a specified Management or Marketing validator course at Siena Heights University. Not all courses qualify as validators.
  - a. Siena Heights University Management Validators for MGT 302: BAM 340, BAM 450, MGT 357, MGT 360, MGT 361, MGT 450, MGT 452 and MGT 457.
  - b. Siena Heights University Marketing Validators for MKT 310 : MKT 320, MKT 350, MKT 351, MKT 360, MKT 455, MKT 460 and MKT 470.
4. For any Accounting, Business Administration, Management, Marketing and Sport Management major, a minimum of 24 credits in the major must be completed at Siena Heights University. For Business Administration, Management, and Marketing majors, FIN 340 and BAM 479 must be completed at Siena Heights University. For Accounting majors, at least 12 of these 24 hours must be "ACC" courses excluding ACC 480. For Sport Management majors, students must complete 18 hours within the program requirements. For Sport Management majors, at least 12 of these 24 hours must be "SMG" courses excluding SMG 280 and SMG 480.
5. For Accounting, Business Administration, Finance, Management, and Marketing minors, a 12 credit hour minimum must be taken with Siena Heights University at the 300-400 level. For Accounting, a minimum of six (6) credit hours must be ACC courses. For Finance, a minimum of six (6) credit hours must be FIN courses.

6. Transfer student, who have a breadth and depth of Business coursework, experience or both, may waive Intro to Business and substitute a major elective. Any waiver requires written Program Chair approval.

## **Clinical Mental Health Counseling, M.A.**

All courses require a grade of B- or better to continue in the program.

Siena Heights University offers the Master of Arts degree in Clinical Mental Health Counseling (CMHC). The Clinical Mental Health Counseling program is comprised of 60 credit-hours, including a practicum of 100 clock hours (with 40 contact hours) and an internship of 600 clock hours (with 240 contact hours).

Students completing the Clinical Mental Health Counseling program are eligible for the Michigan Limited Licensed Professional Counselor (L.L.P.C.) credential immediately upon receiving the Master of Arts degree and completing the application process with the Board of Counseling. The Michigan Licensed Professional Counselor (L.P.C.) credential can be obtained after achieving a passing score on the National Counselor Examination and gaining 3000 hours of professional counseling experience under the supervision of an L.P.C. Supervision must be completed in no less than two (2) years and in no greater than ten (10) years.

Requirements for Clinical Mental Health Counseling credentials vary among the states. Students intending to seek counseling credentials in states other than Michigan, should consult with their adviser early in the program so that appropriate planning may occur.

Graduate students in the Clinical Mental Health Counseling program must file the intent-to-participate application for practicum and internship prior to the registration period to ensure appropriate field placements.

### **Accreditation Statement**

The CMHC program is accredited by the Higher Learning Commission as part of Siena Heights University's accreditation and is an approved counselor education program in Michigan.

### **Clinical Mental Health Counselors**

Clinical mental health counselors are employed by a variety of agencies and organizations to deliver counseling and consultative services. Graduates of Siena Heights University's Clinical Mental Health Counseling program have positions with public and private community mental health agencies, hospices, hospitals, specialized clinics (such as eating disorders), substance abuse centers, churches and parishes, state and local governments agencies, rehabilitation services, detention facilities, nursing homes, residential youth facilities, employee assistance programs, community colleges, and universities. Many graduates also enter private practice.

Managed health care benefits and changes in federal law (i.e., the Affordable Care Act) in the medical and mental health care industries are changing the employment possibilities for Clinical Mental Health Counseling graduates. Students and potential students are encouraged to participate in a variety of counseling settings and to engage in dialogue with counselors active in the profession. These interactions will assist the student in setting realistic graduate school and career goals. Many insurance companies recognize licensed professional counselors for third-party payment for counseling treatment.

### **Expectations of Students**

Counseling is a profession. It demands specialized education and training, and continual learning. Its professional association, the American Counseling Association, has established legal and ethical standards expected of persons practicing in the field. These standards are to be followed by all Clinical Mental Health Counseling students at Siena Heights University. Counseling students need to be especially aware of ethics concerning confidentiality and roles and relationships.

The Clinical Mental Health Counseling faculty, with the approval of the Graduate Council, have established general personal and professional expectations of the students in the Clinical Mental Health Counseling Program. Additional expectations are set for specific courses and experiences throughout the program.

Students must maintain the required grade point average for continuation in the Clinical Mental Health Counseling program. Students earning a "C" grade in any course must repeat the course and earn a "B" grade or better. Graduate students, who receive a grade of "C" in any course, are placed on academic probation for the next six (6) credit-hours. The grade transcripts of Clinical Mental Health Counseling students are reviewed by the Clinical Mental Health Counseling Program Director at the completion of each term.

In addition to course grades, in each course, students are assessed on three (3) domains: academic achievement, clinical skill, and professionalism via a program assessment tool titled the Student Progress Feedback Form (SPFF). Faculty review SPFF data at the end of each session. A formal progress review covering all SPFF data is done at the end of each academic year. Students, whose SPFF scores do not meet standards, are required to meet with their advisors to create a personal development plan (PDP) to address areas of concern. Failure to improve in noted areas of concern results in the core counseling faculty developing a formal remediation plan with students. When remediation goals and objectives are not met, students are suspended from the Clinical Mental Health Counseling program. As per this catalog, students may appeal suspensions to the Graduate Council. The Council can decide to reinstate students, to reinstate them with conditions, or to dismiss them from the Clinical Mental Health Counseling program and Siena Heights University Graduate College.

Students are required to meet all deadlines associated with successful progress through the Clinical Mental Health Counseling Program.

Students are expected to demonstrate proactive social advocacy for the profession and for the individuals and organizations served by the profession. Examples of advocacy are identified on the student's resume prior to the completion of the Clinical Mental Health Counseling Program and the awarding of the Master of Arts degree.

**Students are required to hold student membership in the American Counseling Association.**

Student membership in the professional state-level counseling association is also strongly encouraged. The student files evidence of membership (i.e., photocopy of membership card) with the Program Coordinator on the Adrian campus, no later than the second sub-session or session of study in the Clinical Mental Health Counseling Program.

Students are required to obtain professional liability insurance prior to beginning their field experiences, Practicum and Internship. Students file evidence of the insurance with the Clinical Mental Health Counseling Program Coordinator, on the Adrian campus at the same time as the application forms for Practicum and Internship are filed.

Students are required to develop an electronic portfolio to illustrate professional development as a counseling student. Evidence and reflection of the knowledge, skills, attitudes, and values associated with the counseling profession are to be included in the portfolio.

Students are expected to demonstrate professional and lifelong learning habits through the reading of professional journals and books, attendance and participation at professional meetings, seminars, and conferences/conventions, use of technology as a learning resource, and sharing of professional information with colleagues.

Failure to adhere to all of these expectations may lead to suspension from the Clinical Mental Health Counseling Program.

**Admission**

Persons interested in making application for admission to the Clinical Mental Health Counseling Program must file an on-line application to the Graduate College by the due date ([start.sienaheights.edu](http://start.sienaheights.edu)).

Before any admissions consideration, each applicant's file must contain the completed on-line application form, the application fee, the application essay, three professional reference forms pertinent to the applicant's desire and ability to

perform graduate-level work and to meet the expectations of the counseling profession, a current resume, a completed Conviction Disclosure Form (CDF), and official transcripts from each post-high school educational institution the applicant has attended. Qualified applicants will be invited for an admissions interview with the Program Director.

### **Prerequisites**

Although applicants for the Clinical Mental Health Counseling Program do not need to have specific undergraduate majors or minors, certain courses are considered advantageous for success and progress in the program. Undergraduate courses in the areas of psychology, sociology, research, education, and oral and written communication are beneficial in gaining acceptance to the program and also for success in the program.

Life and work experience are of benefit to professional counselors and therefore to students in the Clinical Mental Health Counseling programs. All applicants to the Clinical Mental Health Counseling Program are expected to demonstrate a minimum of two (2) years of experience, paid or volunteer, in working with people.

### **The Capstone Portfolio**

The capstone portfolio is developed throughout the course of the program: it provides evidence of students' reflections on their accomplishments and progress related to the established Clinical Mental Health Counseling Program Learning Outcomes. As part of the portfolio, students provide evidence and thoughtful evaluation of their achievement and progress at various points in the program. The portfolio is created in a web-based electronic format for ease of portability, revision, and dissemination. The organization of the portfolio is according to the ten (10) broad categories of the Clinical Mental Health Counseling Program Learning Outcomes.

As part of graduation requirements, students are required to present their finished exit portfolio to program faculty and other students. This presentation is usually done during the Internship 2 (CMH 684) seminar. Exit portfolios are developmental, with information relevant to potential employers or doctoral program faculty should the student wish to continue his or her graduate education. By continuing the portfolio process after graduation from Siena, counselors have a means of substantiating effectiveness, professional development, professional identity, and goal attainment. Portfolios also provide a method of self-assessment for the purpose of developing and implementing a continuous improvement plan.

Students begin development of the portfolio in CMH 620 Foundations Of Clinical Mental Health Counseling, by producing the basic organization of the portfolio as well as introductory documents. Ideas and examples of portfolios are discussed with students enrolled in CMH 620. Evidence and reflections from every course in the Clinical Mental Health Counseling Program are added to the portfolio as the student progresses through the curriculum.

During Practicum (CMH 680), the portfolio is examined and the contents evaluated by the course instructor. Students are provided written feedback concerning the progress of the portfolio. At this stage of the program, the portfolio assists the program faculty in determining student preparedness for Internship. Each portfolio is individualized to reflect the uniqueness of the counseling student. Although every student engages in similar course work and experiences, the internalization of the learning and its meaning is unique to the individual.

The Graduate College may retain access to the electronic document(s) of the students' portfolios for the purpose of accreditation review by the Higher Learning Commission (HLC) and other accrediting bodies.

### **Confidentiality**

Several graduate courses, especially those in the Clinical Mental Health Counseling Program, incorporate components of skill development through the integration of personal and other potentially confidential information. Students must respect the ethical considerations of the process and demonstrate the respect for confidentiality. Students who are suspected of breaching confidentiality are interviewed by the respective program director, who is responsible for determining the nature of the suspected offense and reporting it to the Dean of the Graduate College. The Dean determines the penalty for the offense, if documentation substantiates the accusation. Possible penalties include suspension or permanent dismissal.

## **Field Experiences**

Two specific field experiences are included in the Master of Arts degree program. The first is the CMH 680 Counseling Field Practicum, offered in fall of the third year of study. The second is Internship which is comprised of CMH 683 Counseling Internship 1 / Conceptualization, and CMH 684 Counseling Internship 2 / NCE Preparation, offered in winter and summer of the third year of study. The practicum is comprised of 100 clock hours (40 contact hours) of supervised experience in a counseling setting, while the internship is an intense experience comprised of 600 clock hours (240 contact hours) of supervised experience in a counseling setting. Practicum must be completed at one (1) site, and internship at no more than two (2) sites. The student may or may not do the practicum and internship at the same counseling site.

The Clinical Mental Health Counseling student is supervised at the site by a qualified counselor (preferably with the licensed professional counselor credential) familiar with the roles and responsibilities of counselors at the site and with the dynamics of counseling supervision.

The practicum and internship require the student to file the appropriate application forms and proof of liability insurance to the Program Coordinator, on the Adrian campus. Failure to comply with documentation requirements result in postponing the registration for the participation in the practicum and/or internship. Clinical Mental Health Counseling faculty determine the student's readiness for the practicum and internship experiences. The student, who does not satisfy the expectations for beginning the practicum, meets with an assigned faculty member to design and implement a professional development plan, which includes a timeline. When the professional development plan has been fulfilled, the student may again reapply. The student is not guaranteed permission to register for and participate in the practicum and/or the internship. Additional information about field experiences can be found in the Clinical Mental Health Counseling Field Placement Manual.

## **Early Childhood Development**

An in-depth study of the child's development from conception to the early elementary years. Examines the significance of the learning environment, parent/child and teacher/child interactions, the integration of children with special needs into the regular classroom environment, and the association between theories and data of early child development and early childhood educational methods.

## **Education and Special Education**

Contact the Director of Education for additional information.

Siena Heights University is approved by the Michigan Department of Education and has been approved to serve as an education preparation institution (EPI).

Through rigorous academic study, an abundance of hours of classroom field experiences (over 250 clock hours), active participation in the performing and visual arts, thorough pedagogical and methodological coursework, and continuous self-assessment and reflection, the philosophy of teaching as an art and a science is put into practice.

Siena Heights has been authorized by the Michigan Department of Education to offer majors and minors in the following program/content areas:

## **Teacher Certification Approved Program Areas**

### **Majors/Endorsements**

Biology (secondary)  
Chemistry (secondary)  
Child Development (elementary)/ZS Endorsement

Comprehensive Major (elementary)  
English  
History  
Integrated Science  
Integrated Science (elementary)  
Language Arts (elementary)  
Mathematics  
Music Education (K-12)  
Social Studies (secondary)  
Spanish  
Special Education (LD/CI endorsement K-12)  
Visual Arts (K-12)

### **Minors/Endorsements**

Biology (secondary)  
Chemistry (secondary)  
Computer Information Systems  
English  
History  
Language Arts (elementary)  
Mathematics  
Planned Program (elementary)  
Spanish

### **Michigan State Teacher Competency Tests**

It is the policy of the Siena Heights University Division of Education (in alignment with the Michigan Department of Education), that all candidates pass current basic skills assessments prior to full acceptance on the certification pathway. Content area tests should also be successfully passed prior to directed teaching. Additional information about specific tests may be obtained from Siena Heights University's Education Program or the Michigan Test for Teacher Certification website [www.MTTC.NESINC.com](http://www.MTTC.NESINC.com)

### **First Aid and CPR**

Before a teacher preparation institution may recommend an applicant, the applicant shall present to the teacher preparation institution a valid certificate of completion of a course approved by the department in first aid and cardiopulmonary resuscitation as required by section 1531d of 1976 PA 451, MCL 380.1531d. See [www.Michigan.gov/MDE](http://www.Michigan.gov/MDE) for approved agencies.

### **Title II of the Higher Education Act Requirements**

A student is considered a "completer" of Siena Height's Education Program when he/she has completed all the requirements for Siena Heights University and has taken and passed all the relevant state certification tests. Siena Height's Annual Institutional Report verifies a 100 percent pass rate for all program completers.

### **Legal Status of Teacher Education Candidates**

Candidates for teacher certification need to be aware that conviction as an adult for a felony or a misdemeanor may be grounds for denial of a school field placement, student teaching placement, and/or Michigan teaching certificate. Falsifying records requesting this information is automatic grounds for denial of any of the above.

## **"D" or "E" Grades**

No grade of "D" or "E" will be allowed for the purpose of certification in any course required in the students' academic majors, minors, or the Professional Education Sequence. In such cases, the courses must either be retaken or substitutions must be made. In cases of substitutions, written permission must be obtained from the program coordinator in the major or minor fields. No substitutions will be allowed in the Professional Education Sequence.

## **Admission to Teacher Education Program**

See certification pathway for all EDU certification requirements.

## **Educational Philosophy and History**

A thorough examination of Maria Montessori's philosophy and methodology with an emphasis on the Montessori learning environment. Examines the popular principles and techniques of education in current society and the educators and philosophers of the past and their impact on education.

## **Everyday Living Curriculum**

The introduction to the most basic of the curriculum areas in the Montessori environment. Presents theory and practice of the intricacies of the lesson plan for the prepared environment as well as methods and materials.

## **Master of Arts Degree in Leadership**

The Master of Arts degree in Leadership (MAL) program at Siena Heights University is designed to help adult professionals more effectively utilize critical thinking skills by integrating theory into practice. The core curriculum provides students an in-depth analysis of past and current leadership theory, ethical reasoning, research methodologies, cultural awareness, organizational culture, quantitative factors, and strategic planning. Each course is designed to provide multiple opportunities for practical application of knowledge and competency in students' personal and professional lives. In addition, students complete a Capstone summary course (in Organizational Leadership), and an electronic graduate portfolio (in all concentrations) which highlights the competencies and skill sets learned during the Master of Arts in Leadership program.

The Master of Arts in Leadership program has been developed for the student who is a working professional with a unique set of skills built upon knowledge and concepts obtained from education and experience. It is a 36- credit-hour program consisting of five (5) common required courses (15 credit hours) for all concentrations and seven (7) courses (21 credit hours) specific to each concentration. With an awareness of the busy lifestyles so many lead today, courses are offered in a blended 5/3 or 4/4 format (five (5) classes online and three (3) in the classroom or four (4) classes online and four (4) in the classroom), as well as totally online. The classroom meetings are usually held from 6:00pm to 9:30pm on weekday evenings or from 9:00am - 4:00pm on the weekends. This format allows students to complete four (4) courses during each session of the academic year (i.e. two in fall 1, two in fall 2, two in winter 1, etc), if they wish; alternatively, students may choose to take just two (2) courses per session (i.e., one in fall 1, one in fall 2, one in winter 1, etc).

## **Master of Arts in Education**

## **Philosophy of the Graduate Program**

The Graduate Education Program at Siena Heights University offers opportunities to satisfy varying levels and kinds of needs regarding teacher certification and graduate-level education. The faculty work with students to develop programs that earn additional endorsements and the Master of Arts degree in education.

The Graduate Education Program requires students to examine the teaching-learning environment. This environment is one in which the teacher is also a learner. The focus of each concentration, comprised of both specific and general courses, is the development of a positive and non-threatening climate in which teachers and students may interact for mutual understanding and the appreciation of others. In this kind of climate, learning occurs. The Graduate Education Program also requires students to integrate their learning throughout the program and to reflect on their own learning in the practice of being educators.

### **The goals of the Graduate Education Program are to:**

1. Provide opportunities for educators to explore the research-base of the qualities associated with excellence in teaching.
2. Encourage self-directed professional development;
3. Enhance reflective teaching processes for self-assessment and self-improvement; and
4. Encourage the educator to become a change agent and leader in the profession.

The graduate courses incorporate pedagogy, curriculum, assessment, technology tools, classroom management, developmental psychology, and reflection and metacognition. Successful students in the Graduate Education Program are individuals who have accepted the concept of teaching as a continuous process of learning and are prepared to commit their energies to support this belief.

The Master of Arts degree majors for certified teachers, if seeking additional certification, in the Graduate Education Program are:

Early Childhood Education (General and Montessori-based\*)  
Reading Specialist K-12  
Special Education (Learning Disabilities and Cognitive Impairment)  
*\*Degrees can be offered without certification*

Additionally, the M.A. in Education (not for certification or endorsements) can be earned.

### **The Purposes of Graduate Education at Siena Heights University**

For current educators:

1. To provide programs designed to focus practicing educators on the improvement and enhancement of the learning/teaching environment in areas of interpersonal skills and communication, teaching effectiveness, logistical functions, and professionalism. Goal: Educators will impact the education lives of their P-16 students in positive ways.
2. To provide guidance and programming authorized by the Michigan Department of Education and the Council for the Accreditation of Education Preparation (CAEP/TEAC) for the addition of endorsements to valid teacher certificates. Goal: Educators will retain the recognized credentials for their positions and responsibilities.
3. To provide professional development opportunities for P-16 educators. Goal: Educators will satisfy state, national-mandated and locally-preferred professional development requirements while building and strengthening a repertoire of current "best" practices.

### **Admission**

Prospective students must apply for admission to Siena Heights University as a graduate student and consult with a faculty advisor in the Division of Education. All applicants seeking to earn an additional teaching endorsement must

hold a Michigan teacher certificate, a copy of which must be submitted with the student's application for admission. All Siena admission and residency requirements must be fulfilled for the university to serve as the authorizing institution for endorsements.

## **Transfer Credit**

Occasionally, Graduate credit earned at an institution other than Siena Heights University since the issuance of the teacher certificate, but before the program has been designed, may be applied toward the endorsements. For the credit to be considered, the student must supply the original transcript, the course description (and syllabus, if possible), and an explanation of the ways in which the credit is suitable for the purposes outlined in the program and its relationship to the learning outcomes of Siena's Graduate Education Program.

Credit earned at institutions other than Siena Heights University, after the student has designed the program for the endorsement, must be approved by the Director of the Division of Education prior to the student's enrollment in the course. The student is responsible for providing the course description (and syllabus, if possible), and an explanation of the ways in which the credit is suitable for the purposes outlined in the program and its relationship to the learning outcomes of Siena's Graduate Education Program.

## **Residency Requirement**

A student must fulfill the minimum residency requirement of nine (9) post-baccalaureate credit hours at Siena Heights University and be a graduate student in good standing for Siena Heights University to serve as the authorizing institution for the endorsements.

A student may not request an independent study or a directed study until the minimum residency requirement of nine (9) credit hours has been satisfied. Also, a student may not register for TED 678/TED 690 Reflective Teaching Practicum and Seminar until the residency requirement has been satisfied.

## **Adrian Dominican Montessori Teacher Education Institute (ADMTEI) and Other Transfer Credit**

Graduate credit from the Adrian Dominican Montessori Teacher Education Institute (ADMTEI) is converted to credit hours and transferred to the Siena Heights University transcript only after the student satisfies the minimum residency requirement of nine (9) credit hours of graduate credit at Siena Heights University. Requests to transfer graduate-level credit from any institution cannot be processed until the minimum residency requirement of nine (9) credit hours of graduate credit at Siena Heights University is satisfied.

## **Expectations of Students**

Teaching is a profession. It demands specialized education and training, and continual learning. The Graduate Education faculty, with the approval of Graduate Council, has established general personal and professional expectations of the students in the Graduate Education Program. Additional expectations are set for specific courses and experiences throughout the program.

The Graduate Education student is expected to maintain the required grade point average for continuation in the Graduate Education Program. If a student earns a "C" grade in any of the professional core or specialization courses, the student must repeat the course and earn a "B-" grade or better. A graduate student who receives a grade of "C" in any course, is placed on academic probation for the next six (6) credit hours. The grade transcript of each student is reviewed by the Graduate College at the completion of each term.

The student is expected to meet the deadlines associated with successful progress through the Graduate Education Program.

The student is expected to demonstrate proactive social advocacy for the profession and for the individuals and organizations served by the profession. Examples of advocacy are identified on the student's resume prior to the completion of the Graduate Education Program and the awarding of the Master of Arts degree.

The Graduate Education student is expected to demonstrate professional and lifelong learning habits through the reading of professional journals and books, attendance and participation at professional meetings, seminars, and conferences/conventions, use of technology as a learning resource, and the sharing of professional information with colleagues.

## **Learning Outcomes**

### **Graduate Education Program**

The Education Program Learning Outcomes reflect the desired knowledge, understandings, skills, and dispositions of students who complete the education program at Siena Heights University. Consistent with a view of teaching as an art and science, the program highlights the following outcomes with the realization that valuable, but unanticipated, outcomes will also emerge. These are overall outcomes; no single course necessarily addresses every outcome. Students at the graduate and undergraduate levels demonstrate these outcomes in ways consistent with their varied levels of academic coursework, teacher candidate/certification status, and work experiences.

The education student demonstrates:

#### **Mission**

1. Qualities consistent with the mission of the university to assist students in becoming more competent, purposeful, and ethical.
2. The qualities of a reflective practitioner and a commitment to lifelong learning.

#### **Theory into Practice**

1. The ability to analyze situations in classrooms and other educational settings, in light of current educational research.
2. The ability to apply principles of best practice and use technology in pre-K-12 classrooms.

#### **Politics, Ethics, and Professionalism**

1. An understanding of the political nature of educational institutions.
2. An understanding of the demands that are placed on educators.
3. The personal integrity, professionalism, and ethical behavior essential to the role of a teacher.

#### **External Social Forces**

1. An understanding of the influence of major social forces on the lives of pre-K - 12 students.
2. Partnership with families, specialists, and the larger community.
3. Preparation and willingness to address and accommodate the education needs of students.
4. An awareness of the social and emotional aspects of teaching and learning.

#### **Diversity, Culture, and Climate**

1. An understanding of the diverse social and cultural factors that influence, challenge, and provide opportunities for enriching the teaching/learning process.
2. The ability to identify characteristics of the educational community and how these characteristics impact the teaching/learning climate.

#### **Teaching/Learning Styles**

1. An understanding of the impact of multiple intelligences and teaching/learning styles on the teaching/learning process.
2. The ability to identify personal strengths and limitations.
3. The ability to incorporate alternatives to preferred teaching/learning style in curriculum and instruction.

### **Developmentally Appropriate Curriculum and Design**

1. An understanding of the intellectual, social, physical, and emotional stages of development of pre-K - 12 students.
2. The ability to plan, select, and design developmentally appropriate learning activities, materials, and assessments.
3. An understanding of the content and methodology in various disciplines.
4. The ability to identify meaningful learning outcomes consistent with national and state standards.

### **Leadership**

1. The ability to initiate change in the classroom or other educational setting for the improvement of learning and teaching.
2. The ability to work collaboratively with other educators to develop communities of learning.

### **Special Education Program**

#### **Philosophical, Historical, and Legal Foundations**

The candidate will be able to articulate philosophical, historical, and legal foundations of special education that are consistent with national, state, and local standards.

#### **Causes and Characteristics**

The candidate will demonstrate knowledge of research-based causes and characteristics of individuals with learning disabilities and cognitive impairments (mild to severe).

#### **Assessment and Evaluation**

The candidate will be able to select, design, use, and interpret appropriate assessment, diagnosis, and evaluation techniques that are consistent with research-based information.

#### **Instructional Content and Practices**

The candidate will be able use instructional content and practices to include assistive technology that are based on research and "Best Practices." Areas include, but are not limited to: reading skills, language arts skills, math skills, study skills, problem-solving skills, transition, pre-vocational skills, employability, social skills, daily living, and leisure/ recreation.

#### **Design, Implement, and Manage Learning Environments**

The candidate will be able to design, implement, and manage teaching and learning environments inclusive of early childhood through adulthood that stimulate learning in all areas including academic, social, daily living, and prevocational/vocational.

#### **Data Collection**

The candidate will be able to collect, organize, analyze, and transmit data using appropriate management and ethical skills.

#### **Collaboration**

The candidate will develop a sound understanding and application of appropriate communication and collaboration using a number of models in the IFSP/RTI/IEP/ITP/504 process, parent interactions, collaboration, and consultation in school and community settings and situations.

#### **Ethics and Professionalism**

The candidate will consistently demonstrate professionalism and ethical practices in classes and in field setting, recognizing the critical importance of how equity and diversity play in a productive professional setting.

### **Social Interactions**

The candidate will demonstrate the ability to manage and teach appropriate social behavior and social interaction skills to students with learning disabilities and cognitive impairments.

## **Information for Teachers Certified by the Michigan Department of Education Teacher Certificate Endorsements and Degrees**

As of February 8, 2011, an individual teacher applies directly to the Michigan Department of Education for all certificate renewals, upgrades, and endorsements through the MOECS online system: (<http://www.michigan.gov/moecs>).

### **Endorsements**

Endorsements are teaching areas and/or grade levels added to the elementary or secondary teacher certificate. Some graduate courses and majors lead to endorsements on an existing teacher certificate in the State of Michigan. Endorsements for K-12 reading, early childhood education, and special education (learning disabilities and cognitive impairment) are available through the Graduate Education program at Siena Heights University. The student applies for admission to the university as a graduate student.

All endorsements are dependent on the successful passage of the pertinent subject area components of the Michigan Test for Teacher Certification, or MTTC (required by Public Act 282), and the meeting of requirements related to the Criminal Conviction Disclosure Form (required by Public Act 138 of 2005). See <http://www.mttc.nesinc.com/> for details about registration for the MTTC. All admission and residency requirements must be fulfilled for Siena Heights University to serve as the authorizing institution for the endorsement.

### **Montessori Student Teaching**

A yearlong experience in a Montessori classroom/setting working in the capacity of a supervised teacher. Requires a minimum of 725 contact hours, accompanied by seminars.

### **Sensorial Curriculum**

An exploration of the sensorial (visual, tactile, auditory, olfactory, and gustatory) curriculum as a developmental means by which the child integrates experiences for the development of abstract thinking. Provides opportunities to design and make activities and materials that are "strategies for observation" by the child.

### **Course Numbering/Offered Code**

#### **Level of Course**

100 - 199 Freshman

200 - 299 Sophomore

300 - 399 Junior

400 - 499 Senior

500 - 599 Graduate (open to seniors with permission of Dean of the Graduate College)

600 - 699 Graduate only

## Numbering of Second and Third Digits

01-39 No Prerequisites

40-79 Prerequisites

## Special Categories

280/480 Off Campus Experiential Learning. This includes Cooperative Work Experience, Internship, Directed Teaching, etc.

285/385/485 Special Topics courses created by the instructor to be taught not more than 3 sessions or sub sessions.

293/493 Independent Study students must have a cumulative grade point average of 2.00 at the time of registration to participate in an Independent Study.

295/495 Seminar

## Course is Offered Code

### (Adrian campus only)

This code is used to determine the session in which a particular course is offered (subject to change):

FA, WI, and SU Every Year = All sessions

FA, WI, or SU Every Year = Either Fall session, Winter session, or Summer session

FA and WI Every Year = Every Session except Summer session

FA Every Year = Every Fall Session only

WI Every Year = Every Winter Session only

SU Every Year = Every Summer

FA or WI = Either Fall Session or Winter Session

Uncertain = Unsure when offered

## Credit Hours Explanation:

Siena Heights University utilizes the principle of credit hours as a way of gauging the amount of time and effort required by a particular course. Credit hours are usually determined by the number of hours a course meets each week. Thus, a course which meets on Monday, Wednesday, and Friday from 9 a.m. until 9:50 a.m. throughout the session or sub session would be considered a three credit hour course. In a 15-week session, this would amount to 45 contact hours—hours actually spent in class. Students may expect to spend two hours studying outside of class for every hour in class. Therefore, a three credit hour course in any format usually requires a total of 135 hours of work inside and outside of class. Full-time students register for a minimum of 12 credit hours per session and a maximum of 18. Part-time students register for 3 to 11 credit hours per session. Students must earn 120 credit hours to graduate from Siena Heights University with a baccalaureate degree. This equals 15 credit hours for eight sessions or four years of full-time study.

There are classes that distribute the work inside and outside the classroom differently and require appropriate adjustments. For example, three-credit-hour art studio classes meet in the studio for six hours per week, and the faculty expects at least another three hours of work on the course material outside of class. Ultimately, course learning outcomes are established for each course which make practicable the expectations for time commitment on the part of each student. Program faculty and the program chair are responsible for monitoring the establishment and attainment of course outcomes.

## Session Explanation:

A session is a 16-week block of time for the Graduate College and College for Professional Studies, and a 15-week block of time for the College of Arts & Sciences, in which classes are scheduled. There are usually three sessions per calendar year; fall, winter, and summer.

### **Sub session Explanation:**

A sub session is a smaller block of time (usually 8 weeks) in which classes are scheduled. Sub sessions are scheduled within sessions and are usually referred to as Fall I, Fall II, etc.

### **Course Descriptions Explanation**

The majority of courses at Siena Heights University are three credit hour offerings, but there are also one, two, four and variable hour courses.

#### **Example:**

#### **ENG 102 READING AND WRITING II 3**

Students will read and discuss a variety of essays. Students will write essays some of which will require summary and critique and the incorporation, synthesis, and documentation of multiple sources. Students will be expected to write a properly cited paper and demonstrate capacity for writing across the curriculum and critical thinking.

**Prerequisite:** "C" or better in ENG 101 or Placement

**Liberal Arts:** English Composition

**Course is offered:** FA and WI Every Year

ENG designates the English Department which offers the course numbered 102 (Freshman level) and entitled Reading and Writing II. The "3" indicates that the course is a three credit hour course. Prerequisite indicates whether or not a student must have had previous college level study to be properly prepared for this course. Whenever a specific course is listed as a prerequisite and a student has not had that course, the instructor or advisor is authorized to give the student permission to register.

### **Independent Study**

An independent study is a student initiated, designed, and executed experience which is supervised by a faculty member. This study uses the number of 293 or 493 and the department code under which the study content is being explored. The independent study form is a contract developed by the student and coordinating faculty member which states the goals of the study, process of the study, and the criteria for evaluation used in the study. The form is available at the Registrar's Office, or can be found posted on the Registrar's Office site on the Web. The form must be returned to the Registrar's Office within the published add period for processing with the appropriate signatures. At the end of the study, the faculty member must submit the grade through the grade module and then submit a copy of the Independent Study form to the Academic Dean's office.

### **Directed Study**

A directed study is a course which is listed in the catalog and is taught during a session in which it is not listed in the schedule of classes, or by special arrangement at a time other than when it is listed in the schedule of classes. This will necessitate creating an additional section of the course with a maximum size of one. The directed study form is available at the Registrar's Office, or can be found posted on the Registrar's Office site on the Web. The form must be returned to the Registrar's Office within the published add period for processing with the appropriate signatures. At the end of the study, the faculty member must submit the grade through the grade module and then submit a copy of the Directed Study form to the Academic Dean's office.

### **College for Professional Studies Course Offerings**

For information about course availability at a specific center, contact the center directly or visit the off-campus website at <http://www.sienaheights.edu/Locations.aspx>

There are three types of courses offered via the off-campus centers. They include traditional 15-week courses, accelerated 8-week hybrid (blended online) courses, and accelerated 8-week totally online courses.

The traditional 15-week on-campus course typically meets for 2.5 - 3 hours once a week. For more information, see the section titled "Credit Hours Explanation."

The accelerated 8-week on-campus course typically meets for 3 hours each week with significant outside-of-class activity and is intended for students who are completing their degree requirements. Outside-of-class time requirements (approximately 90 hours) include, but are not limited to:

- Reading and support course material (such as textbooks, course packs, etc.).
- Research and preparation of written assignments.
- Preparation for course quizzes and examinations.
- Preparation and participation in group projects.

The blended on-line course is conducted over an 8-week period and may be composed of two 3 ½ hour face-to-face instruction sessions and six additional sessions conducted using a course management system via the Internet. The completely on-line course requires no face to face meetings, and is conducted over an 8-week period. In both of these cases, there is significant outside-of-class activity (approximately 115 hours) that can include, but is not limited to:

- Pre-class assignment (in preparation for the start of the course).
- Reviewing course online lectures.
- Reading supporting material (textbooks, course packs).
- Participating in both synchronous and asynchronous discussion sessions.
- Reviewing course audio/video/graphics material.
- Visiting relevant Internet web sites as directed.
- Conducting Internet-based research.
- Preparation and submission of written assignments.
- Preparation and participation in online examinations and quizzes.
- Preparation and participation in group/class projects.

\*Note: BAM 479 Strategic Management, is offered in a 15-week format.

## **Course Descriptions**

Click here for further course code explanations and definitions; including The College of Professional Studies course delivery options.

Course Numbering/Offered Code

### **Accounting**

#### **ACC 203 Principles of Accounting I**

#### **ACC 225 Accounting Careers**

#### **ACC 232 Introduction to QuickBooks Software**

#### **ACC 240 Principles of Accounting II**

**ACC 285 Special Topics**

**ACC 341 Intermediate Accounting I**

**ACC 342 Intermediate Accounting II**

**ACC 350 Fraud Examination**

**ACC 361 Managerial Cost Accounting**

**ACC 376 Accounting Information Systems**

**ACC 441 Auditing**

**ACC 451 Federal Taxation-Individual**

**ACC 452 Federal Taxation - Business**

**ACC 460 Advanced Accounting/Not for Profit**

**ACC 463 Financial Statement Analysis**

**ACC 480 Internship Experience**

**ACC 485 Special Topics**

**Arabic**

**ARB 101 Elementary Modern Standard Arabic I**

**ARB 140 Elementary Modern Standard Arabic II**

**ARB 217 Folk Dance of The Middle East**

**Art Graphic Design**

**ARG 147 Introduction to Graphic Design**

**ARG 243 Introduction to Video**

**ARG 246 Introduction to Animation**

**ARG 247 Typography**

**ARG 285 Special Topics**

**ARG 330 User Experience/User Interface Design**

**ARG 347 Corporate Identity**

**ARG 348 Publication Design**

**ARG 442 Information Design**

**ARG 446 Integrative Design**

**ARG 448 Graphic Design Internship**

**ARG 485 Special Topics**

**Art History**

**ARH 230 Non-Western Topics**

**ARH 240 Ancient Art**

**ARH 242 Film Study and Analysis**

**ARH 244 Renaissance to Modern Art**

**ARH 246 History of Graphic Design**

**ARH 248 History of Architecture**

**ARH 330 American Art History**

**ARH 350 Art and Gender**

**ARH 435 Visual Culture**

**ARH 440 Late Twentieth-Century Art**

**ARH 445 History of Photography**

**Art**

**ART 101 Introduction to Ceramics**

**ART 105 Foundations I: Core Concepts**

**ART 107 Foundations II: Core Concepts**

**ART 109 Foundations III: Drawing Concepts**

**ART 111 Foundations IV: Digital Concepts**

**ART 113 Jewelry Making I**

**ART 115 Introduction to Painting**

**ART 116 Introduction to Digital Photography**

**ART 118 Introduction to Book Arts**

**ART 119 Introduction to Printmaking**

**ART 121 Introduction to Sculpture**

**ART 147 Introduction to Graphic Design**

**ART 241 Sculptural Ceramics**

**ART 242 Introduction to Wheel Throwing**

**ART 243 Introduction to Video**

**ART 248 Digital Art**

**ART 253 Jewelry Making II: Metal Casting**

**ART 254 Murals as Placemakers**

**ART 255 Painting & Drawing: Life Study**

**ART 275 Digital Fabrication**

**ART 299 Screenprinting**

**ART 341 Advanced Sculptural Ceramics**

**ART 342 Intermediate Wheel Throwing**

**ART 343 Ceramics: Mixed Media**

**ART 344 Intermediate Video**

**ART 346 Advanced Video**

**ART 352 Art in The Elementary and Middle School**

**ART 353 Sculpture: Metal Forming and Welding**

**ART 354 Sculpture/Metalsmithing III: Experimental Sculpture**

**ART 355 Painting & Drawing: Color Issues and Abstraction**

**ART 356 Painting & Drawing: Collage to Installation**

**ART 357 Intermediate Photography**

**ART 372 Secondary Methods in Art Education**

**ART 375 Sculpture: Material and Process**

**ART 388 Pop-Up and Moveable Books**

**ART 395 Portfolio**

**ART 399 Relief Printing**

**ART 432 Materials and Methods - Strategies for Teaching Art**

**ART 433 Teaching Art to Children - A Practicum**

**ART 440 Sculpture: Installation and Experimental Art**

**ART 442 Advanced Wheel Throwing**

**ART 452 European Studio**

**ART 454 Sculpture/Metalsmithing V: Found Objects and Surface Design**

**ART 455 Painting & Drawing: Style**

**ART 456 Painting & Drawing: Integration**

**ART 457 Advanced Photography**

**ART 458 Photo Integration**

**ART 468 Sculpture/Ceramics Integrative Studies I**

**ART 469 Sculpture/Ceramics Integrative Studies II**

**ART 480 Internship**

**ART 488 Book Arts**

**ART 495 Senior Exhibition**

**ART 499 Integrative Printmaking and Book Arts**

**Business Administration**

**BAM 101 Introduction To Business**

**BAM 201 Business Communications**

**BAM 210 Business Applications Software**

**BAM 211 Business Visual And Media Technology**

**BAM 212 Business Publication Design**

**BAM 213 Internet And Business Applications**

**BAM 285 Special Topics**

**BAM 301 Career Management**

**BAM 311 Business Ethics**

**BAM 329 Managing Cultural Differences**

**BAM 340 Legal Environment Of Business**

**BAM 379 Junior Seminar In Strategic Management**

**BAM 411 Business And Society**

**BAM 420 Business Etiquette**

**BAM 427 Contemporary Issues In Management**

**BAM 441 Managerial Communications**

**BAM 450 Women In Business**

**BAM 470 International Business Environment**

**BAM 479 Strategic Management**

**BAM 480 Cooperative Internship Experience**

**BAM 485 Special Topics**

**Biology**

**BIO 101 Introduction To The Life Sciences**

**BIO 120 Medical Terminology**

**BIO 121 Human Anatomy And Physiology I**

**BIO 122 Human Anatomy And Physiology II**

**BIO 141 Basic Concepts Of The Cell**

**BIO 238 Human Movement**

**BIO 241 Animal Biology**

**BIO 242 Plant Biology**

**BIO 245 Bacteriology**

**BIO 248 Program Design**

**BIO 249 Human Analysis and Performance**

**BIO 285 Special Topics**

**BIO 301 Topics In Environmental Biology**

**BIO 341 Entomology**

**BIO 342 Genetics**

**BIO 343 Animal Behavior**

**BIO 344 Topics In Animal Behavior**

**BIO 345 Exercise Physiology**

**BIO 349 Comparative Vertebrate Anatomy**

**BIO 351 Vertebrate Physiology**

**BIO 360 Microbiology**

**BIO 395 Junior Seminar I**

**BIO 396 Junior Seminar II**

**BIO 440 Cell And Molecular Biology**

**BIO 441 Terrestrial Ecology & Field Biology**

**BIO 442 Evolution**

**BIO 443 Fresh Water Ecology And Field Biology**

**BIO 485 Special Topics**

**BIO 495 Senior Seminar I**

**BIO 496 Senior Seminar II**

**Child Development**

**CDV 101 CDA Safe, Healthy, Learning Environments**

**CDV 102 CDA Supporting Domain Development**

**CDV 103 CDA Parent, Partnership Development**

**CDV 115 Child Growth and Development**

**CDV 165 Infant Toddler Curriculum**

**CDV 245 Assessment In Early Childhood Education**

**CDV 285 Special Topics**

**CDV 345 Early Literacy: Birth To 5 Years**

**CDV 355 Programs For Young Children**

**CDV 365 Family/Community Partnerships In Early Childhood**

**CDV 375 Administration Of Child Care Centers**

**CDV 380 Child Development Practicum I**

**CDV 395 Seminar In Child Development**

**CDV 480 Child Development Practicum II**

**CDV 485 Special Topics**

**CDV 495 Research In Child Development**

**Chemistry**

**CHE 107 Culinary Chemistry**

**CHE 110 Introduction To General, Organic, And Biological Chemistry**

**CHE 141 General Chemistry I**

**CHE 142 General Chemistry II**

**CHE 241 Organic Chemistry I**

**CHE 242 Organic Chemistry II**

**CHE 285 Special Topics**

**CHE 341 Physical Chemistry I**

**CHE 342 Physical Chemistry II**

**CHE 350 Analytical Chemistry**

**CHE 351 Introduction To Computational Chemistry**

**CHE 390 Research**

**CHE 395 Junior Seminar I**

**CHE 396 Junior Seminar II**

**CHE 441 Physical-Instrumental Analysis**

**CHE 454 Biochemistry**

**CHE 485 Special Topics**

**CHE 495 Senior Seminar I**

**CHE 496 Senior Seminar II**

**Computer Information Systems**

**CIS 140 Programming I**

**CIS 201 Exploring Careers in CIS**

**CIS 202 Developing Skills for Internships**

**CIS 240 Programming II**

**CIS 352 Data Structures**

**CIS 353 Systems Analysis**

**CIS 363 Database Management Systems**

**CIS 370 Network Operating Systems**

**CIS 443 Data Communications**

**CIS 450 Programming Languages**

**CIS 455 Computer Hardware And Software**

**CIS 460 Web Development**

**CIS 465 Management Information Systems**

**CIS 470 Data And Network Assurance**

**CIS 472 Numerical Analysis**

**CIS 480 Co-Op Work Experience**

**CIS 485 Special Topics**

**CIS 495 Senior Project/Seminar**

**Clinical Mental Health Counseling**

**CMH 602 Research And Professional Writing In Counseling**

**CMH 620 Foundations Of Clinical Mental Health Counseling**

**CMH 623 Psychology Over The Lifespan**

**CMH 626 Relationship-Building In Counseling**

**CMH 629 Counseling Theories And Procedures**

**CMH 632 Ethics And Legal Issues In Counseling**

**CMH 635 Group Procedures In Counseling**

**CMH 638 Counseling Diverse Populations**

**CMH 641 Career Development**

**CMH 644 Analysis And Appraisal**

**CMH 647 Psychopathology And Resilience**

**CMH 651 Diagnosis For Counselors**

**CMH 652 Psychopharmacology For Counselors**

**CMH 653 Prevention/Intervention With Adults**

**CMH 656 Prevention/Intervention With Children**

**CMH 659 Neuroscience, Hope And The Human Spirit**

**CMH 665 Consulting Theory And Practice**

**CMH 670 Addiction Counseling**

**CMH 676 Trauma/Crisis Intervention For Counselors**

**CMH 678 Relationship And Sexuality Counseling**

**CMH 680 Counseling Field Practicum**

**CMH 683 Counseling Internship 1 / Conceptualization**

**CMH 684 Counseling Internship 2 / NCE Preparation**

**CMH 685 Internship Extender Seminar**

**CMH 699 Special Topics**

**Communications**

**COM 111 Introduction To Communications**

**COM 245 Communications Theory**

**COM 285 Special Topics**

**COM 340 Intercultural Communication**

**COM 352 History Of The Mass Media**

**COM 396 Research Methods**

**COM 480 Internship**

**COM 485 Special Topics**

**COM 495 Senior Tutorial**

**Criminal Justice**

**CRJ 101 Introduction To Criminal Justice**

**CRJ 140 Introduction To Corrections**

**CRJ 240 Report Writing For The Criminal Justice Professional**

**CRJ 241 Criminal Justice, Fact And Fiction**

**CRJ 242 Families And Criminal Justice**

**CRJ 340 Juvenile Justice**

**CRJ 341 Law Enforcement And Community Relations**

**CRJ 342 Criminology**

**CRJ 344 Probation, Parole, And Community Corrections**

**CRJ 345 Special Needs Offenders In The Community**

**CRJ 346 Drugs, Society And Criminal Justice**

**CRJ 395 Junior Seminar**

**CRJ 440 Criminal Law**

**CRJ 441 Courtroom Demeanor And Technique**

**CRJ 445 Contemporary Issues In Criminal Justice**

**CRJ 480 Internship/Co-Op Work Experience**

**CRJ 495 Senior Seminar**

**Community and Human Services**

**CSV 320 Community And Human Service Systems**

**CSV 344 Issues In Addiction: Drugs & Society**

**CSV 454 Youth Issues In Community And Human Services Practice**

**CSV 460 Crisis Intervention**

**CSV 495 Community And Human Services Practice**

**Economics**

**ECO 221 Microeconomics**

**ECO 222 Macroeconomics**

**ECO 342 Comparative Economic Systems**

**ECO 348 Money And Capital Markets**

**ECO 350 International Finance**

**ECO 460 Managerial Economics and Strategy**

**ECO 485 Special Topics**

**Education**

**EDU 201 Principles Of Teaching In School And Society**

**EDU 211 Health And Movement Education**

**EDU 301 Perspectives In American Education**

**EDU 312 Exceptional Children and Youth in the Regular Classroom**

**EDU 321 Technology For Educators**

**EDU 322 Methods And Materials Of Early Childhood Education**

**EDU 349 Culture And Diversity In Schools**

**EDU 351 Educational Psychology**

**EDU 360 Education Practicum**

**EDU 371 Elementary Core Education Methods**

**EDU 372 Secondary Education Methods**

**EDU 480 Student Teaching**

**EDU 495 Student Teaching Seminar**

**English**

**ENG 099 College Reading**

**ENG 100 Basic Writing**

**ENG 101 Reading And Writing I**

**ENG 102 Reading And Writing II**

**ENG 113 Introduction To Literature**

**ENG 150 Introduction To Creative Writing**

**ENG 211 Rhetoric**

**ENG 212 Research**

**ENG 221 English Grammar**

**ENG 225 Introduction To Children's Literature**

**ENG 226 Adolescent Literature**

**ENG 240 Introduction To Journalism**

**ENG 242 Spectra**

**ENG 251 World Literature I: From Oral Traditions To 1700**

**ENG 260 Approaches To Literary Criticism**

**ENG 270 Introductory Poetry Workshop**

**ENG 271 Introductory Fiction Workshop**

**ENG 272 Introduction To Editing A Literary Journal: Eclipse**

**ENG 273 Introduction To Publishing A Literary Journal: Eclipse**

**ENG 340 Advanced Poetry Workshop**

**ENG 341 Advanced Expository Writing**

**ENG 342 Advanced Fiction Workshop**

**ENG 343 British Literary History I**

**ENG 344 Scriptwriting**

**ENG 345 British Literary History II**

**ENG 348 Multiethnic U.S. Literature**

**ENG 349 U.S. Literary History**

**ENG 351 African-American Literature**

**ENG 354 Gender, Sexuality And Literature**

**ENG 356 Contemporary Literature**

**ENG 357 Postcolonial Literature**

**ENG 359 Catholic Literature**

**ENG 362 Advanced Editing A Literary Journal: Eclipse**

**ENG 363 Advanced Publishing A Literary Journal: Eclipse**

**ENG 372 Secondary Methods**

**ENG 396 Research Methods**

**ENG 435 Visual Culture**

**ENG 445 Shakespeare**

**ENG 480 Internship**

**ENG 485 Special Topics**

**ENG 495 Senior Tutorial**

**Engineering**

**ENR 101 Fundamentals Of Engineering Design I**

**ENR 104 Computer Aided Drafting**

**ENR 140 Programming I**

**ENR 149 Introduction To Electrical Engineering**

**ENR 249 Engineering Mechanics Statics**

**ENR 259 Circuit Analysis**

**ENR 285 Special Topics**

**ENR 342 Industrial Ecology and Sustainability**

**ENR 349 Engineering Mechanics: Dynamics**

**ENR 359 Engineering Thermodynamics**

**ENR 369 Mechanics of Materials**

**ENR 395 Junior Seminar in Environmental Engineering I**

**ENR 396 Junior Seminar for Environmental Engineering II**

**ENR 441 Environmental Regulations**

**ENR 485 Special Topics**

**ENR 495 Senior Seminar in Environmental Engineering I**

**ENR 496 Senior Seminar in Environmental Engineering II**

**Environmental Science**

**ENV 110 Introduction To Environmental Science**

**ENV 122 Geology**

**ENV 141 Climatology**

**ENV 152 Oceanography**

**ENV 342 Industrial Ecology And Sustainability**

**ENV 380 Environmental Certifications**

**ENV 395 Junior Seminar In Environmental Science I**

**ENV 396 Junior Seminar In Environmental Science II**

**ENV 441 Environmental Regulations**

**ENV 450 Terrestrial Ecology & Field Biology**

**ENV 451 Fresh Water Ecology and Field Biology**

**ENV 452 Hydrogeology**

**ENV 495 Senior Seminar I**

**ENV 496 Senior Seminar II**

**English as a Second Language**

**ESL 071 Beginners Reading**

**ESL 072 Beginners Grammar**

**ESL 073 Beginners Writing**

**ESL 074 Beginners Speaking**

**ESL 081 Intermediate Reading**

**ESL 082 Intermediate Grammar**

**ESL 083 Intermediate Writing**

**ESL 084 Intermediate Speaking**

**ESL 091 High Intermediate Reading**

**ESL 092 High Intermediate Grammar**

**ESL 093 High Intermediate Writing**

**ESL 094 High Intermediate Speaking**

**ESL 110 Business English**

**ESL 141 Advanced Reading**

**ESL 142 Advanced Grammar**

**ESL 143 Advanced Writing**

**ESL 144 Advanced Speaking**

**ESL 151 High Advanced Reading**

**ESL 152 High Advanced Grammar**

**ESL 153 High Advanced Writing**

**ESL 154 High Advanced Speaking**

**Finance**

**FIN 209 Personal Finance**

**FIN 285 Special Topics**

**FIN 309 Personal Financial Planning**

**FIN 322 Investments**

**FIN 340 Managerial Finance**

**FIN 348 Money And Capital Markets**

**FIN 440 Financing New Ventures**

**FIN 450 International Finance**

**FIN 463 Financial Statement Analysis**

**FIN 485 Special Topics**

**French**

**FRE 101 Elementary French I**

**FRE 140 Elementary French II**

**Geography**

**GEO 301 Cultural Geography I**

**GEO 302 Cultural Geography II**

**GEO 303 Political Geography**

**GEO 306 Geography Of The Middle East**

**Gerontology**

**GER 240 Introduction To Gerontology**

**GER 285 Special Topics**

**GER 341 Health Issues In Human Aging**

**GER 342 Programs For Older Adults**

**GER 480 Gerontology Internship**

**GER 485 Special Topics In Gerontology**

**Health Care Management**

**HCM 300 Accounting for Health Care Professionals**

**HCM 301 Perspectives In Health Care Management**

**HCM 335 Information Technology in Health Care**

**HCM 336 Quality Improvement & Customer Service in Health Care**

**HCM 440 Medical Ethics/Legal Aspects Of Health Care**

**HCM 441 Financial Management Of Health Care Institutions**

**HCM 444 Strategic Planning In Healthcare Management**

**HCM 485 Special Topics**

**History**

**HIS 111 World Civilizations Since 1500**

**HIS 140 World Civilizations Before 1500**

**HIS 201 Native American History**

**HIS 202 African American History**

**HIS 203 Mexican American History**

**HIS 204 Women In U.S. History**

**HIS 211 United States History**

**HIS 220 Museum Studies And Collections**

**HIS 285 Special Topics**

**HIS 300 Michigan History**

**HIS 302 World Regional History**

**HIS 303 War In History**

**HIS 304 American West**

**HIS 305 Historical Cases**

**HIS 323 History Of Middle East**

**HIS 333 Biography As History**

**HIS 340 Historiography And Methodology**

**HIS 341 Early Modern Europe**

**HIS 385 Special Topics**

**HIS 480 Internship**

**HIS 485 Special Topics**

**HIS 495 Senior Seminar**

**Honors**

**HON 100 Honors Seminar I**

**HON 240 Honors Seminar II**

**HON 340 Honors Seminar III**

**HON 385 Honors Special Topics**

**HON 440 Honors Seminar IV**

**HON 495 Thesis Proposal Development**

**HON 496 Honors Thesis**

**Humanities**

**HUM 110 Intro To Ethnic And Gender Studies**

**Information Technology**

**ITM 365 Management Of Information Technology**

**ITM 370 Electronic Commerce**

**ITM 460 Information Technology Project Management**

**ITM 461 Project Management Coordination**

**ITM 463 Project Management Control**

**ITM 465 Project Management Strategy**

**ITM 467 Agile Project Management**

**ITM 470 Strategic Management Of Innovation**

**ITM 480 Information Technology Strategy**

**Language Arts**

**LAN 201 Education Communication**

**LAN 213 Introduction To Language Arts**

**LAN 285 Special Topics**

**LAN 330 Developmental Reading**

**LAN 332 Teaching Writing**

**LAN 334 Strategies For Teaching Reading**

**LAN 335 Content Area Reading**

**LAN 341 Integrated Language Arts**

**LAN 371 Strategies For Teaching Language Arts**

**LAN 474 Language Arts Application**

**LAN 485 Special Topics**

**Liberal Arts Studies**

**LAS 100 First Year Experience**

**LAS 101 Freshman Transitions**

**LAS 102 Career Explorations**

**LAS 141 Diversity In Community**

**LAS 222 Siena Serves – Service Learning**

**LAS 241 Inquiry And Truth**

**LAS 260 Leadership And Mentoring**

**LAS 301 The Adult Learner**

**LAS 341 Contemplation And Action**

**LAS 401 Senior Seminar: Integrative Experience**

**LAS 441 Justice And Peace**

**LAS 485 Special Topics**

**Leadership**

**LDR 601 Leadership Theory**

**LDR 602 Research And Professional Writing**

**LDR 604 Ethics And Social Justice**

**LDR 606 Entrepreneurship**

**LDR 609 Health Care Systems Management**

**LDR 610 Career Development And Mentoring**

**LDR 612 Higher Education Law**

**LDR 614 Contemporary Issues In Health Care**

**LDR 620 Information Systems Management**

**LDR 621 Organizational Behavior And Psychology**

**LDR 622 Student Development Theory**

**LDR 623 Teaching And Technology In Higher Education**

**LDR 624 Organization And Administration In Higher Education**

**LDR 625 Human Resource Management In Health Care**

**LDR 629 Overview Of U.S. Healthcare System**

**LDR 630 Organizational Culture And Communication**

**LDR 635 Program Planning And Evaluation**

**LDR 636 Teaming And Decision Making**

**LDR 640 Finance + Quantitative Leadership**

**LDR 645 History Of Higher Education**

**LDR 650 Medical Law**

**LDR 655 Negotiations As A Process**

**LDR 660 Strategic Leadership**

**LDR 678 Practicum**

**LDR 695 Capstone**

**Mathematics**

**MAT 099 Concepts Of Math**

**MAT 102 College Algebra**

**MAT 104 Technology Studies: Making Sense Of Data**

**MAT 106 Technology Studies: Time, Value, And Money Applications**

**MAT 135 Quantitative Reasoning**

**MAT 142 Statistical Reasoning Via Application And Simulation**

**MAT 143 Statistics And Society**

**MAT 148 The Math Of Games**

**MAT 150 Math For Elementary Teachers I**

**MAT 151 Math For Elementary Teachers II**

**MAT 159 Precalculus**

**MAT 174 Data Analysis And Statistics**

**MAT 181 Calculus With Analytic Geometry I**

**MAT 182 Calculus With Analytic Geometry II**

**MAT 244 Statistical Analysis And Design**

**MAT 260 Discrete Mathematics**

**MAT 282 Differential Equations**

**MAT 285 Special Topics**

**MAT 292 Multivariable Calculus**

**MAT 295 Sophomore Seminar I**

**MAT 296 Sophomore Seminar II**

**MAT 345 Linear Algebra**

**MAT 352 Geometry**

**MAT 356 Math Modeling**

**MAT 372 Secondary Methods**

**MAT 396 Junior Seminar**

**MAT 440 Probability And Statistics**

**MAT 442 Introduction To Abstract Algebra**

**MAT 460 Numerical Analysis**

**MAT 462 Introduction To Real Analysis**

**MAT 485 Special Topics**

**MAT 495 Senior Seminar I**

**MAT 496 Senior Seminar II**

**Management**

**MGT 285 Special Topics**

**MGT 302 Management Principles And Cases**

**MGT 329 Managing Cultural Differences**

**MGT 357 OM: A Supply Chain Perspective**

**MGT 360 Human Resource Management**

**MGT 361 Organizational Behavior**

**MGT 365 Project Management**

**MGT 440 Entrepreneurship And Small Business Management**

**MGT 450 Labor Relations**

**MGT 452 Leadership**

**MGT 457 Managing Quality**

**MGT 480 Internship Experience**

**MGT 485 Special Topics**

**Marketing**

**MKT 285 Special Topics**

**MKT 310 Marketing Principles And Cases**

**MKT 320 Marketing The Arts**

**MKT 350 Consumer Behavior**

**MKT 351 Advertising And Promotion**

**MKT 360 Social Media Marketing**

**MKT 436 Marketing Research**

**MKT 455 Contemporary Sales Force Management**

**MKT 460 Marketing Management**

**MKT 470 Global Marketing**

**MKT 480 Internship Experience**

**MKT 485 Special Topics**

**Music**

**MMM 100 Marching Band**

**MMM 101 Concert Band**

**MMM 102 University Chorale**

**MMM 103 Chamber Singers**

**MMM 104 Jazz Band**

**MMM 105 Youth Symphony**

**MMM 109 Recital Seminar**

**MMM 110 Fundamentals Of Music Theory**

**MMM 111 Beginning Class Guitar**

**MMM 112 Class Piano For Music Majors I**

**MMM 113 Beginning Class Piano**

**MMM 114 Introduction To Music**

**MMM 115 Inside The Music Business**

**MMM 116 Strings Techniques And Pedagogy**

**MMM 117 Brass Techniques And Pedagogy**

**MMM 118 Woodwind Techniques And Pedagogy**

**MMM 119 Percussion Techniques And Pedagogy**

**MMM 120 Music Activities For Children**

**MMM 121 Music Technology In Education**

**MMM 122 Non-Western Music**

**MMM 124 Diction For Singers**

**MMM 125 Special Topics**

**MMM 139 Applied Lessons (1st Session)**

**MMM 144 Creative Song Writing**

**MMM 145 Audio Recording I**

**MMM 150 Applied Lessons (2nd Session)**

**MMM 170 Music Theory I**

**MMM 171 Aural Harmony And Sight Singing I**

**MMM 172 Class Piano For Music Majors II**

**MMM 173 Intermediate Class Piano**

**MMM 222 History Of Western Music I**

**MMM 223 History Of Western Music II**

**MMM 224 History Of Western Music III**

**MMM 240 Applied Lessons (3rd Session)**

**MMM 245 Audio Recording II**

**MMM 250 Applied Lessons (4th Session)**

**MMM 260 Music Theory II**

**MMM 261 Aural Harmony And Sight Singing II**

**MMM 262 Class Piano For Music Majors III**

**MMM 263 Advanced Class Piano**

**MMM 270 Music Theory III**

**MMM 271 Aural Harmony And Sight Singing III**

**MMM 272 Class Piano For Music Majors IV**

**MMM 340 Applied Lessons (5th Session)**

**MMM 344 Pedagogy Of Music In The Elementary School**

**MMM 345 Pedagogy Of Music In The Secondary School**

**MMM 350 Applied Lessons (6th Session)**

**MMM 352 History Of Wind Band Literature**

**MMM 354 Instrumental Methods For Vocalists**

**MMM 355 Choral Methods And Materials**

**MMM 356 Instrumental Methods And Materials**

**MMM 357 Choral Arranging**

**MMM 358 Instrumental Arranging**

**MMM 359 Form And Analysis**

**MMM 360 Basic Conducting**

**MMM 361 Advanced Choral Conducting**

**MMM 362 Advanced Instrumental Conducting**

**MMM 363 Marching Techniques**

**MMM 380 Recital (Junior Year)**

**MMM 440 Applied Lessons (7th Session)**

**MMM 450 Applied Lessons (8th Session)**

**MMM 480 Recital (Senior Year)**

**Natural Science**

**NSC 110 Earth Science**

**NSC 139 Science for Elementary Teachers**

**NSC 285 Special Topics**

**NSC 295 Sophomore Seminar**

**NSC 373 Science Methods**

**NSC 395 Junior Seminar**

**NSC 485 Special Topics**

**NSC 495 Senior Seminar**

**Nursing**

**NUR 101 Introduction To Professional Nursing Concepts**

**NUR 190 Nutrition For Health**

**NUR 201 The Profession Of Nursing**

**NUR 210 Communication In Health Care**

**NUR 230 Fundamentals In Nursing**

**NUR 250 Health Assessment**

**NUR 301 Transition To Professional Nursing**

**NUR 340 Nursing Care Of Adults I**

**NUR 341 Ethical, Cultural, And Spiritual Nursing Practice**

**NUR 342 Pharmacology/Pathophysiology I**

**NUR 346 Gerontology And End-Of-Life Nursing Care**

**NUR 348 Nursing Care Of Adults II**

**NUR 349 Simulations In Clinical Reasoning**

**NUR 350 Mental Health Nursing**

**NUR 360 Pharmacology/Pathophysiology II**

**NUR 375 Health Care Of Communities & Vulnerable Populations**

**NUR 380 Evidenced Based Research In Nursing Practice**

**NUR 385 Introduction To Nursing Research**

**NUR 395 Health Policy And Informatics**

**NUR 445 Nursing Systems And Informatics**

**NUR 450 Community, Population And Global Health Care**

**NUR 456 Nursing Care Of Childbearing Families**

**NUR 458 Pediatric Health And Illness**

**NUR 460 The Art Of Ethical, Cultural, & Spiritual Nursing Practice**

**NUR 465 Leadership And Management In Nursing**

**NUR 470 Nursing Care Of The Patient With Complex Needs**

**NUR 475 Nursing Practicum**

**NUR 480 Leadership And Health Care Organizations**

**NUR 485 Preparation For Licensure And Professional Practice**

**Professional Communication**

**PCM 301 Fundamentals Of Professional Communication**

**PCM 330 Intercultural Communication**

**PCM 335 Social Media for Mass Communication**

**PCM 340 Professional Speaking**

**PCM 495 Professional Communication Seminar**

**Physical Education**

**PED 103 Basketball**

**PED 104 Spinning**

**PED 107 Golf**

**PED 108 Cooperative Team Sports**

**PED 110 Baseball Theory**

**PED 111 Weight Training**

**PED 112 Lacrosse Activity**

**PED 114 Softball Theory**

**PED 116 Volleyball I**

**Philosophy**

**PHI 201 Introduction To Philosophy**

**PHI 211 Logic**

**PHI 220 Introduction To Ethics**

**PHI 225 Engineering and Technology Ethics**

**PHI 230 Philosophy of Race and Gender**

**PHI 260 Introduction To Political Philosophy**

**PHI 311 Symbolic Logic**

**PHI 320 Social Ethics**

**PHI 329 Technology And The Human Condition**

**PHI 340 Ancient Philosophy**

**PHI 341 Modern Philosophy**

**PHI 342 Medieval Philosophy**

**PHI 350 Advanced Ethical Theory**

**PHI 355 Advanced Symbolic Logic**

**PHI 360 Aesthetics**

**PHI 361 Philosophy Of Religion**

**PHI 362 Social And Political Philosophy**

**PHI 364 Philosophy Of Science**

**PHI 365 Knowledge And Reality**

**PHI 385 Philosophy Of Criminal Justice**

**PHI 485 Special Topics**

**PHI 495 Senior Thesis**

**Physics**

**PHY 141 General Physics I (Non-Calculus Based)**

**PHY 142 General Physics II (Non-Calculus Based)**

**PHY 161 Physics I (Calculus Based)**

**PHY 162 Physics II (Calculus Based)**

**Public Services Administration**

**PSA 331 Fundamentals Of Public Services Administration**

**PSA 341 Research In The Social Sciences**

**PSA 433 Budgeting For Public Services Administration**

**PSA 434 Critical Issues In Public Services Administration**

**PSA 480 Public Services Administration Internship**

**PSA 495 Senior Seminar**

**Political Science**

**PSC 101 Foundations Of Political Thought**

**PSC 130 American Democracy**

**PSC 260 Comparative Politics**

**PSC 265 United States Foreign Policy**

**PSC 270 International Relations**

**PSC 380 Public Policy**

**PSC 430 Constitutional Law I: Civil Rights & Civil Liberties**

**PSC 431 Law And Society**

**PSC 440 Constitutional Law II: Government Powers**

**PSC 485 Special Topics In Political Science**

**PSC 495 Senior Seminar/Thesis**

**Psychology**

**PSY 111 Introduction To Psychology**

**PSY 230 Developmental Psychology**

**PSY 270 Research Methods**

**PSY 275 Psychology Of Gender**

**PSY 285 Special Topics**

**PSY 312 Interventions With Children & Families (Ages 0-6)**

**PSY 313 Interventions With Children & Families (Ages 6-12)**

**PSY 325 Stress Management**

**PSY 340 Social Psychology**

**PSY 342 Child And Adolescent Psychology**

**PSY 350 Abnormal Psychology**

**PSY 360 Counseling Techniques And Practice**

**PSY 370 Psychology Of Aging**

**PSY 380 Human Sexuality**

**PSY 381 Psychology Internship Seminar**

**PSY 382 Psychology Internship**

**PSY 390 History And Systems Of Psychology**

**PSY 391 Cross-Cultural Counseling**

**PSY 395 Junior Seminar**

**PSY 397 Positive Psychology**

**PSY 431 Attitude Change And Persuasion**

**PSY 432 Crisis In Adolescence**

**PSY 433 Death And Dying**

**PSY 440 Personality**

**PSY 441 Group Dynamics**

**PSY 445 Research In Psychology**

**PSY 450 Learning And Memory**

**PSY 452 Family Social Issues**

**PSY 455 Physiological Psychology**

**PSY 485 Special Topics**

**PSY 495 Senior Seminar**

**Religious Studies**

**RST 102 Introduction To Christian Theology**

**RST 103 Catholicism Today**

**RST 285 Special Topics**

**RST 301 Theological Inquiry**

**RST 302 Introduction To The Hebrew Scriptures**

**RST 303 Introduction To The Christian Scriptures**

**RST 305 Theological Ethics**

**RST 310 Readings In Contemporary Theology**

**RST 311 Issues In Contemporary Morality**

**RST 312 Church History**

**RST 313 Theology Of The Church**

**RST 314 World Religions**

**RST 318 Values In Video**

**RST 319 Christology**

**RST 320 Celebrating Christian Faith: Sacramental Theology**

**RST 321 Women And Religion**

**RST 323 Eastern Religions**

**RST 324 Western Religions**

**RST 326 Christian Spirituality**

**RST 330 Scripture And Society**

**RST 341A-H Exploring Biblical Literature**

**RST 359 Catholic Literature**

**RST 372 Methods In Teaching Religion**

**RST 395 Theological Application**

**RST 410 Peacemaking**

**RST 480 Faith In Action**

**RST 485 Special Topics**

**RST 495 Senior Seminar**

**Special Education**

**GRS 598 Foundations Of Professional Writing And Research**

**GRS 694 Thesis/Project Seminar**

**SED 101 American Sign Language I**

**SED 140 American Sign Language II**

**SED 312 Introduction to Special Education**

**SED 334 Strategies for Teaching Reading to Students W/ Learning Disabilities**

**SED 341 Procedures in Special Education**

**SED 342 Parent-School Partnership: Special Education**

**SED 343 Assessment and Evaluation of Students with Disabilities**

**SED 344 Early Childhood and Special Education**

**SED 345 Collaboration in Special Education**

**SED 349 Culture and Diversity in Special Education**

**SED 351 Behavior Management**

**SED 361 Introduction to Learning Disabilities**

**SED 362 Methods and Strategies for Teaching Children with Learning Disabilities**

**SED 381 Nature and Need of Individuals with Cognitive Impairment**

**SED 382 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment**

**SED 383 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment**

**SED 384 Transition and Career Education for Individuals with Disabilities**

**SED 385 Strategies for Fundamental Reading and Functional Reading**

**SED 421 Educational Technology and Assistive Technology for Students with Disabilities**

**SED 480 Directed Teaching**

**SED 495 Directed Teaching Seminar**

**SED 521 Educational and Assistive Technology for Students with Disabilities**

**SED 534 Strategies for Teaching Reading to Students with Learning Disabilities**

**SED 541 Procedures in Special Education**

**SED 542 Parent – School Partnership: Special Education**

**SED 543 Assessment and Evaluation of Students with Disabilities**

**SED 544 Early Childhood and Special Education**

**SED 545 Collaboration in Special Education**

**SED 549 Culture and Diversity in Special Education**

**SED 551 Behavior Management in Special Education**

**SED 561 Introduction to Learning Disabilities**

**SED 562 Methods & Strategies for Teaching Children with Learning Disabilities**

**SED 580 Directed Teaching (Special Education)**

**SED 581 Nature and Need of Individuals with Cognitive Impairment**

**SED 582 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment**

**SED 583 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment**

**SED 584 Transition and Career Education for Individuals with Disabilities**

**SED 585 Strategies for Fundamental Reading and Functional Reading**

**SED 595 Directed Teaching Seminar (Special Education)**

**SED 680 Directed Teaching (Special Education)**

**SED 695 Directed Teaching Seminar (Special Education)**

**TED 522 Methods and Materials of Early Childhood Education**

**TED 530 Developmental Reading**

**TED 534 Strategies For Teaching Reading**

**TED 535 Strategies For Teaching Reading Through The Content Areas In the Secondary School**

**TED 551 Advanced Educational Psychology**

**TED 571 Elementary Core Education Methods**

**TED 572 Secondary Education Methods**

**TED 599 Special Topics**

**TED 602 Research And Professional Writing In Education**

**TED 604 History And Philosophy of Ideas**

**TED 608 Fundamentals of Engineering Design I**

**TED 609 Fundamentals of Engineering Design II**

**TED 610 Foundations of Early Childhood Education**

**TED 612 Exploration of Special Needs of Exceptional Children and Youth**

**TED 617 Perspectives on Diversity**

**TED 620 Individualizing Early Math Curriculum**

**TED 621 Individualizing Language Curriculum in Early Childhood**

**TED 622 Individualizing Early Science and Cultural Studies Curriculum**

**TED 623 Observation, Analysis, and Affective Learning Experience for Young Children**

**TED 625 Administration and Supervision In the Early Childhood Setting**

**TED 635 Advanced Diagnosis and Remediation Of Reading Difficulties**

**TED 636 Imaginative Reading and Writing Through Trade Books and in Content Areas in the Elementary School**

**TED 644 Integrated Language Arts and Reading Curriculum in the Middle Level**

**TED 651 Legal and Ethical Issues for Educators**

**TED 678 Reading Practicum**

**TED 690 Reflective Teaching Practicum and Seminar**

**Sport Management**

**SMG 210 Introduction To Sport Management**

**SMG 221 Sport Psychology**

**SMG 222 Performance Psychology In Sport**

**SMG 280 Sport Management Practicum**

**SMG 285 Special Topics**

**SMG 342 Sport In American Society**

**SMG 343 History of Sport**

**SMG 350 Management Of Sport Organizations**

**SMG 360 Sport Marketing**

**SMG 365 Sport Facility And Event Management**

**SMG 366 Sport Facility Design**

**SMG 367 Applied Sport Facility Design**

**SMG 370 Research Methods In Sport Management**

**SMG 444 Sport And The Media**

**SMG 445 Cultural Studies In Sport**

**SMG 463 Legal And Ethical Issues In Sport**

**SMG 475 Sport Finance And Business**

**SMG 480 Sport Management Internship**

**SMG 485 Special Topics**

**SMG 495 Strategic Management in Sport Business**

**Sociology**

**SOC 111 Introduction To Sociology**

**SOC 113 Cultural Anthropology**

**SOC 232 Families: Comparative Perspectives**

**SOC 244 Sociological Perspectives On Race And Ethnicity**

**SOC 285 Special Topics**

**SOC 312 Marriage And Family Relations**

**SOC 314 Ethnic Dimensions Of American Society**

**SOC 341 Research In The Social Sciences**

**SOC 350 Conflict Resolution**

**SOC 355 Investigative Techniques In Social Services**

**SOC 379 Issues In Social Justice**

**SOC 430 Contemporary Topics In Sociology**

**SOC 432 Human Relations Between The Sexes**

**SOC 469 Social Justice In Local-Global Contexts**

**SOC 485 Special Topics**

**Spanish**

**SPA 101 Elementary Spanish I**

**SPA 140 Elementary Spanish II**

**SPA 240 Intermediate Spanish I**

**SPA 241 Intermediate Spanish II**

**SPA 285 Special Topics**

**SPA 311 Culture And Civilization Of Spain**

**SPA 312 Culture And Civilization Of Latin America**

**SPA 333 Literature Of Mexico**

**SPA 340 Spanish Conversation I**

**SPA 341 Spanish Conversation And Grammar II**

**SPA 347 Culture And Civilization Of Mexico**

**SPA 352 Literature Of Latin America**

**SPA 353 Literature Of Spain**

**SPA 360 Spanish Phonetics And Phonology**

**SPA 372 Spanish Methods**

**SPA 485 Special Topics**

**SPA 495 Senior Seminar**

**Social Studies**

**SST 373 Social Studies Methods**

**SST 401 Social Sciences In History**

**Social Work**

**SWK 111 Introduction To Social Work And Social Welfare**

**SWK 285 Special Topics**

**SWK 334 Introduction To Social Work Practice**

**SWK 335 Social Work Practice II**

**SWK 348 Human Behavior And The Social Environment I**

**SWK 358 Human Behavior And The Social Environment II**

**SWK 360 Child Welfare Services**

**SWK 395 Junior Seminar**

**SWK 440 Social Welfare Policy**

**SWK 452 Social Work With Families**

**SWK 453 Social Work With Groups**

**SWK 455 Social Work Practice With Diverse Populations**

**SWK 460 Macro Social Work Practice**

**SWK 480 Social Work Field Practice I**

**SWK 481 Social Work Field Practice II**

**SWK 485 Special Topics**

**SWK 495 Senior Seminar**

**Teacher Education**

**TED 512 Exceptional Child/Youth in the Regular Classroom**

**TED 601 Professional Reading and Writing in Teacher Education**

**Theatre**

**TSC 101 Fundamentals Of Speech Communication**

**TSC 102 Introduction To Theatre**

**TSC 103 Theatre Technology**

**TSC 104 Computer Aided Drafting**

**TSC 117 Modern Dance I**

**TSC 118 Ballet I**

**TSC 120 Stratford Trip**

**TSC 130 Musical Theatre Vocal Ensemble**

**TSC 132 Musical Theatre Voice I**

**TSC 133 Musical Theatre Voice I**

**TSC 145 Musical Theatre Workshop I**

**TSC 152 Musical Theatre Voice II**

**TSC 153 Musical Theatre Voice II**

**TSC 156 Acting I**

**TSC 211 Oral Interpretation Of Literature**

**TSC 212 Oral Interpretation Of Children's Literature**

**TSC 213 Touring Children's Theatre**

**TSC 214 Voice And Diction**

**TSC 217 Tap I**

**TSC 219 Jazz I**

**TSC 220 Hip Hop**

**TSC 221 Partnering**

**TSC 222 Pilates And Yoga For Dancers**

**TSC 242 Film Study And Analysis**

**TSC 245 Musical Theatre Workshop II**

**TSC 247 Modern Dance II**

**TSC 248 Ballet II**

**TSC 249 Jazz II**

**TSC 252 Musical Theatre Voice III**

**TSC 253 Musical Theatre Voice III**

**TSC 256 Acting Studio II: Preparing The Actor**

**TSC 257 Introduction To Theatrical Design**

**TSC 262 Musical Theatre Voice IV**

**TSC 263 Musical Theatre Voice IV**

**TSC 267 Tap II**

**TSC 268 Stage Management**

**TSC 269 Stage Make-Up**

**TSC 285 Special Topics**

**TSC 343 Teaching Creative Dramatics**

**TSC 345 Musical Theatre Workshop III**

**TSC 351 Drama For Community And Youth**

**TSC 352 Musical Theatre Voice V**

**TSC 353 Musical Theatre Voice V**

**TSC 355 Directing I**

**TSC 356 Acting Studio III**

**TSC 357 Scenic Design**

**TSC 358 Lighting, Sound Design**

**TSC 359 Costume Design**

**TSC 360 Technical Design for Theatre**

**TSC 362 Musical Theatre Voice VI**

**TSC 363 Musical Theatre Voice VI**

**TSC 441 Theatre History I: Greek To The 20th Century**

**TSC 442 Theatre History II: 20th. Century To The Present**

**TSC 445 Musical Theatre Workshop IV**

**TSC 452 Musical Theatre Voice VII**

**TSC 453 Musical Theatre Voice VII**

**TSC 456 Acting Studio IV**

**TSC 462 Musical Theatre Voice VIII**

**TSC 463 Musical Theatre Voice VIII**

**TSC 485 Special Topics**

**TSC 495 Senior Project**

**Theological Studies**

**TSP 215 Introduction To Youth Ministry**

**TSP 301 Foundational Theology**

**TSP 302 Introduction To The Bible: 1**

**TSP 303 Introduction To The Bible: 2**

**TSP 305 Theological Ethics**

**TSP 312 Church History**

**TSP 313 Ecclesiology**

**TSP 319 Christ And Trinity**

**TSP 320 Sacramental Theology**

**TSP 335 Theology Of Ministry**

**TSP 345 Liturgical Catechesis**

**TSP 355 Ministry, Management And Leadership**

**TSP 365 Catechetical Methodology**

**TSP 450 Canon Law**

**Master of Business Administration**

**MBA 602 Organizational Behavior**

**MBA 611 Business Research Methods**

**MBA 641 Managerial Economics**

**MBA 643 Quantitative Methods**

**MBA 649 Financial Statement Analysis**

## **MBA 650 Business Strategy And Planning**

## **MBA 651 Managing Global Business And Cultural Diversity**

## **MBA 655 Ethics In A Global Environment**

## **MBA 657 Project Management**

## **MBA 664 Marketing Strategy**

## **MBA 671 Sustainable Business Management: Triple Bottom Line Strategy**

## **MBA 699 Capstone Course And Culminating Experience**

### **Student Life**

#### **Mission of Student Life**

The mission of Student Life is to foster students' growth and development in mind, body, and spirit to become the leaders they are called to be and embrace their purpose.

#### **Philosophy of Student Life**

Derived from the Adrian Dominicans, the mission statement of Siena Heights University is the Student Life staff's most common application to enhance our living and learning environments. It likewise provides the principles of professional and ethical standards. As leaders in the University community, Student Life staff emphasizes the interdependence of persons by promoting trust, openness, respect, and a compassionate response to the needs of others.

Student Life staff collaborate with faculty and students to create an effective partnership which enhances the function of a learning community. This collaboration is evident in a multitude of ways: the attention given to the academic accomplishments and graduation rate of student athletes; the spiritual resource provided by campus ministry to all members of the community; the provision of healthcare to address immediate medical concerns and promote healthier lifestyles; the programming aimed to integrate academic learning and social skills; the facilitation of counseling for the emotional adjustment of students; the ability to work through conflict in a productive and responsible manner; and the involvement in the traditional academic classroom. Special attention is given to provide students with the opportunity for skill development, and for varied experiences of both leadership and service. The dimensions of each individual are integral: intellectual, physical, spiritual, emotional, cultural and vocational. Through staff collaboration, students are challenged and supported as they grow in all these areas. These opportunities compliment the students' preparation for professional careers and for being active citizens of a global society.

### **Campus Ministry**

**(University Center, 517-264-7198)**

Chaplain: Father John Grace

Flowing from the mission of Siena Heights University, the programs offered by Campus Ministry are aimed at the development of the whole person, in the atmosphere of finding meaning and purpose, within a socially responsible, mutually respectful, serving community. Campus Ministry works in collaboration with other departments. Standing in our Catholic and Dominican traditions, Campus Ministry focuses on faith, service, and presence. St. Dominic Chapel is

open for private prayer, for reflection and community celebrations. In addition, there is a weekly Sunday mass as well as retreat and spiritual growth opportunities during the year.

## **Counseling Center**

**(Ledwidge Hall, Room 197, 517-264-7193)**

Counseling services are available to all Siena Heights University students. Counseling provides an opportunity for individuals to improve personal skills, learn to make better decisions, develop increased self-confidence, overcome blocks to personal effectiveness, and acquire a keener awareness and appreciation of their needs and the needs of others. Assessment and treatment are available through the Counseling Center. Treatment may include referral for medical evaluation or to other community resources. In addition, individual and group counseling is available.

## **Dean for Students**

**(Ledwidge Hall, Room 191, 517-264-7600)**

The Dean for Students is an executive cabinet member responsible for promoting the specific goals of the University through staffing, planning, organizing, administering, and directing all functions within the Division of Student Life. These areas include Intercollegiate Athletics, Residence Life, Health Services, Campus Ministry, Restorative Justice and Conflict Resolution, Student Engagement, Counseling Center, Student Conduct, Diversity & Inclusion, and Dining Services. The Dean for Students is also the chair of the Care Team that assists students in times of crisis. Notification of designated University officials (comprised of faculty and staff) is offered to students when requested for extended absences lasting more than one day. Course responsibility stays with the student regardless of Dean's notification and attendance/missed work will be calculated at the discretion of the faculty member. Emergency loans are sometimes granted by the Dean for Students, most often to purchase textbooks. The Dean for Students also serves as the link between University Administration and Student Government.

## **Diversity and Inclusion**

**(University Center, The Hub)**

The Office of Diversity and Inclusion offers a number of opportunities and resources for students, including multicultural programming, student organizations, and student mentoring programs. The office aims to teach the value of working with someone that looks and thinks differently than you; to support, retain, and provide the best undergraduate experience possible to our underrepresented students; and to foster a deeper understanding of students' sense of self and their interdependence as a multicultural society.

## **Health Clinic**

**(Ledwidge Hall, Room 180, 517-264-7190)**

The SHU Student Health Clinic is a member of the American College Health Association and provides a variety of health care services. Our nurse can assess and offer treatment for general illnesses. The Health Clinic also works with students through education and the promotion of healthy life style choices and disease prevention. These services enrich students' educational experiences and assist them in maintaining personal health and wellness. Other services available are understanding health care information, as well as referrals to local medical providers. Residential students are required to submit health history forms and immunization records prior to moving on campus. These medical records are confidential and information from them is released only at the student's request.

## **McLaughlin University Center**

New in August 2013, the McLaughlin University Center (UC) is a multi-purpose facility providing a central place for students, staff, and faculty to gather. The first floor of the UC houses the SHU Shop, Barnes & Noble Bookstore, dining center, living loom, and commuter lounge. The second floor contains the board room, community meeting room, student cardio room, multipurpose room, and The Hub. The Hub houses Campus Ministry, Diversity & Inclusion, Restorative Justice and Conflict Resolution, and Student Engagement as well as student run offices such as Student Government and the Student Programming Association and Residence Hall Coalition (SPARHC). The UC functions as the heart of campus and many of the opportunities for student involvement begin here.

## **Parking**

Parking in the Siena Heights University Adrian campus is available to persons solely under the rules and regulation of the University Parking Policies. Students, faculty and staff members are expected to be familiar with and abide by University parking and traffic regulations. Students, faculty and staff members who park vehicles on the Adrian campus must properly display the appropriate approved parking permit. Parking lots are designated by permit type and a campus parking map is available at <http://www.sienaheights.edu/parking>.

Student Permits are available for purchase online with a credit or debit card at <http://www.sienaheights.edu/parking> or by cash and check at the Welcome Center located in Ledwidge Hall.

Violators of the parking rules and regulations are subject to warnings, penalties and appropriate disciplinary and/or administrative action. Violations may be subject to fines, tows and related charges, wheel locks and/or loss of parking privileges. Siena Heights University assumes no responsibility for the care and/or protection of any vehicle, or its contents at any time it is operated or parked on campus. Parking is on a first come basis, the University does not guarantee parking availability.

Parking on the streets within the City of Adrian is enforced by the City.

For questions about parking contact the Department of Public Safety at 517-263-0731 or [parking@sienaheights.edu](mailto:parking@sienaheights.edu).

## **Residence Life**

**(Ledwidge, 1st floor, 517-264-7170)**

The Office of Residence Life has a strong commitment to creating an environment in the residence halls that will assist students in their growth and development. Effort is made to create an environment that encourages academic excellence, social competence, independence, and an appreciation of community living. The Residence Life Staff will provide programming, guidance, and support to their residents. When these activities are combined with the active participation of the residents, the halls become more than just places to sleep; they become living and learning environments.

Full-time freshmen, sophomores, and juniors are required to live on campus unless they are approved to be exempt from living on campus. All housing exemptions must be approved by the Assistant Director of Residence Life in advance of each academic year.

Resident students live in Archangelus Hall, Ledwidge Hall, Campus Village, and St. Catherine Hall. The residence halls are staffed by Resident Assistants (RAs) and the apartments are staffed by Community Living Assistants (CLAs) who are supervised by the Director of Residence Life and a Residence Hall Director who resides on campus. The Saints Guide and Student Code of Conduct outline each resident's responsibility to their living community and the University. A variety of room types are available. These rooms are secured through the housing selection process for returning students and on a space-available basis for freshmen students. Upon acceptance to the University and application to reside on campus, students must pay a housing deposit. Contact the Office of Residence Life for additional details on housing deposits and assignments.

## **Restorative Justice and Conflict Resolution**

**(University Center, The Hub, 517-264-7196)**

The Center for Restorative Justice and Conflict Resolution provides services and resources for everyone in the Siena Heights University community to help them to resolve conflicts and address harms, needs, and obligations in ways that repair and strengthen relationships and the University community. Whether it is a conflict resolution or restorative justice issue, the goals are to provide participants with a safe, structured opportunity with a trained facilitator to improve the situation at hand. Referrals to the Center for resources and services come from Student Conduct, Counseling Center, Campus Ministry, Residence Life, University Athletics, Public Safety, administrators, faculty, staff, students, students' organizations, and self-referrals.

## **Student Code of Conduct**

Siena Heights University recognizes students as mature adults who are given freedom balanced with respect for self and others. The Student Code of Conduct (among other information in the Siena Heights' resource guides) is put in place to outline the necessary behavior to be successful at Siena Heights in addition to academic success. Students who allegedly violate any policies within the Code of Conduct may be subject to student conduct action. Sanctions range from an educational conversation to expulsion. For questions about the Saints Guide and Student Code of Conduct, contact the Director of Student Conduct or the Dean for Students. The Student Code of Conduct is available electronically at this link: <http://www.sienaheights.edu/StudentLife/StudentConduct.aspx>.

## **Student Engagement**

**(University Center, The Hub, 517-264-7607)**

The main objective of the Office of Student Engagement is to help students find their role on campus. This is accomplished by providing opportunities for entertainment & recreation, leadership opportunities, and service learning. The goal of Student Engagement is to complement academic excellence with valuable learning experiences outside of the classroom. The Office of Student Engagement has current information regarding all student activities and involvement opportunities, as well as policies and procedures that govern student clubs, organizations, and Greek Life. If an organization does not exist, which meets your needs or interests, the staff will provide information and encouragement to start a new organization.

## **University Athletics**

**(Fieldhouse, 517-264-7870; Spencer Athletic Building, 517-264-7825)**

Siena Heights is a member of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine Hoosier Athletic Conference (WHAC). Intercollegiate competition offered for men and women include basketball, baseball, bowling, cheer and dance, cross-country, football, golf, lacrosse, soccer, softball, indoor and outdoor track, and volleyball. During the 2000-2001 academic year, the University implemented the NAIA "Champions of Character" Initiative, which is designed to create an atmosphere of respect, integrity, responsibility, servant leadership, and sportsmanship in athletics.

Housed within Athletics, the Athletic Trainers (Fieldhouse Training Room: 517-264-7820, Spencer Training Room: 517-264-7877) addresses the physical and preventative aspects of an individual's well-being. Students and employees seeking to develop and maintain healthy lifestyles may consult the Athletic Trainer center for assistance with exercise program prescriptions, nutrition counseling, and orthopedic injury assessment.

All Siena students are invited and encouraged to participate in intramural activities. In the past, competitions included dodgeball, volleyball, bowling, bass fishing, basketball, and flag football have been offered for students. Intramurals encourage students to be physically fit and to practice sportsmanship at all times.

## **University Wellness Team**

The services offered by the University Wellness Team provide students, faculty, and staff members of Siena Heights University with education and opportunities for participation and involvement in programs that can lead to personal well-being. The team focuses on educating individuals to choose lifestyles that facilitate health and well-being. For more information on Wellness initiatives, please contact the Dean for Students or the Director of Health Services.

## **University Policies - All Campuses**

### **Academic Dishonesty Policy**

Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another student violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one's own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

### **Faculty Responsibilities and Penalties**

Faculty must explain dishonesty and plagiarism at the start of each session and/or state in the syllabus the policies, procedures, and penalties for such behavior. Since academic dishonesty is often more difficult to prove than prevent, each faculty member is encouraged to take every reasonable measure to prevent academic dishonesty from occurring. Faculty are encouraged to explain why academic dishonesty is critical to scholarly endeavor and to provide examples of academic dishonesty that are germane to their classes.

Faculty members who suspect a student of academic dishonesty may settle the case directly with the student. In cases where guilt is substantial or admitted, the instructor may penalize the student in any way deemed appropriate, including the failure of the course. When a student is penalized, the faculty member reports the incident in writing to his/her department chair. A copy of the report will be sent to the appropriate Academic Dean and to the Chief Judicial Officer for undergraduate students. If the Dean receives more than one report of academic dishonesty about a specific student, the Dean will review the reports, and in cases of serious offenses, could take steps to suspend the student from the University.

### **Student Responsibility**

Students should familiarize themselves with the Siena Heights University Academic Dishonesty Policy, which can be obtained from the instructors. Students are not excused from adherence to the policy even if they have not read it (Instructors may include this policy in their syllabi).

Graduate students are also expected to be familiar with the policies and practices governing the use of resources and references as set forth by the American Psychological Association in its *Publication Manual*.

Graduate students are expected to purchase the latest edition of the *Publication Manual* prior to their first course and use it throughout their program.

The course instructor who has documentation of academic dishonesty by a graduate student is required to assign a failing grade for the assignment in question. All such incidences must be reported to the program director. In consultation with the program director, the course instructor may also decide to assign a failing grade for the course, which will result in automatic suspension of the student from the Graduate College. When this occurs, the Dean of the Graduate College is notified in writing.

The Dean of the Graduate College, in collaboration with the faculty, will review all such reports. In extreme cases, or when multiple offenses of academic dishonesty (i.e., plagiarism) by the student have been documented, the Dean is authorized to dismiss the student from the University.

## **Appeal Procedures**

1. For failure of an assignment or a course, as levied by an instructor. Any appeal by a student must be made in writing to the instructor within five (5) University working days from the time the student is notified that a penalty has been levied against him/her. If the appeal is denied, the student may submit a written petition to the department chair or site director with his/her concerns. The department chair or site director should then consult the faculty member involved before rendering a decision. If the student wishes, he/she may make a final appeal to the appropriate Dean.
2. For suspension from the University. A student who is suspended from the University for plagiarism or academic dishonesty may make a written appeal of the suspension to the Academic Review Board within five (5) business days of notification of suspension. The decision of this board regarding the appeal will be final.

## **Acceptable Use Policy**

### **(Network facilities and Services)**

The Acceptable Use Policy is a guide to the acceptable use of Siena Heights University Network facilities and services. Any Partner or Vendor organization or individual connected to Siena Heights University's network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use Policies of any other network(s), or host(s) use. To view the Acceptable Use Policy in its entirety click [here](#).

## **Americans with Disabilities Policy**

Siena Heights University welcomes students with disabilities who meet academic admission requirements, and will work toward meeting their needs by providing reasonable and appropriate accommodations to those students with documented disabilities. These disabilities may include but are not limited to impaired vision, hearing, or mobility; learning disabilities; and Attention Deficit Disorder (ADD), or Attention Deficit Hyperactivity Disorder (ADHD).

Students with documented Learning Disabilities must contact the Office for Students with Disabilities to discuss the Siena Heights University Policy.

An individual with a disability is a person who:

1. Has a physical or mental impairment which substantially limits a major life activity such as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, or performing manual tasks;
2. Has a documented record of having an impairment; or
3. Is regarded as having such impairment.

To ensure the provision of reasonable and appropriate accommodations within a timely manner, students who request accommodations from the University must provide current (to three years) written documentation of their disability. Students are strongly urged to provide documentation at the time of registration so that accommodations can be in place.

at the start of the session. This documentation should be signed by a licensed physician, psychologist, or other mental health professional with experience in diagnosing the disability for which the student is requesting accommodations. A complete Individualized Education Plan (IEP) signed by the student's school psychologist may also be considered documentation of a disability.

Professional documentation of learning disabilities, ADD, and ADHD should be processed in accordance with the criteria outlined in the current Diagnostic and Statistical Manual published by the American Psychiatric Association. The documentation provided by the student's physician, psychologist, or school psychologist should include information regarding the onset, longevity and severity of symptoms, as well as the specifics describing how it has interfered with educational achievement.

Students with disabilities that are eligible for assistance and/or services from a social service agency such as Michigan Rehabilitation, and Michigan Commission for the Blind are encouraged to apply for those services.

To request accommodations, it is the student's responsibility to provide the Office for Students with Disabilities with the following:

1. Written documentation as outlined above;
2. A completed "Accommodations Request Form" listing the specific accommodations requested for each class;
3. A signed "Information Release Form" authorizing the Office for Students with Disabilities to discuss the student's accommodations and academic progress with their parents/guardians, advisor, and instructors.

The following accommodations are available to Siena students with documented needs:

1. Special testing conditions such as extended time for exams, distraction-free exam locations, oral exams, a scribe or someone to write answers.
2. Permission to tape record lectures and discussions.
3. Permission to use a calculator on math tests.
4. Permission to use a personal laptop computer for tests.
5. Note takers.
6. Readers.
7. Peer tutoring.
8. Study skills classes and workshops.
9. Class substitution for degree completion, as long as the substitution does not substantially alter the requirements of the student's degree program, as determined by the program coordinator.

Letters of Verification describing accommodations that are to be provided for each class, may be picked up by the student from the Office of Students with Disabilities within two weeks after the Office for Students with Disabilities receives proper documentation and a completed Accommodations Request Form signed by the student. It is the student's responsibility to deliver the Letters of Verification to each instructor of a class for which accommodations have been requested.

## **Bad Weather Class Cancellation Policy**

Decisions to cancel evening classes for the Graduate College, due to inclement weather are usually made by 2:00 p.m. Decisions to cancel weekend classes are made by 6:00 a.m. The Adrian campus and the off-campus centers make independent decisions to cancel classes. Due to variation in local weather conditions, it is not uncommon for one site to close while the others remain open. Students should consult their local campus for radio and TV stations that will be broadcasting cancellations. It is recommended that students sign up to receive *free electronic alerts from Siena Heights University (SHU Alerts)*, about potential, developing, or existing emergencies at the following website. Information on receiving text alerts can be found by going to MySiena, click on the tab "Departments and Offices" and click on "Campus Safety." Click on the link for "SHU Alerts."

## **Course Cancellation Because of Low Enrollment and Closed Classes**

If enrollment is insufficient to hold a class, Siena Heights University reserves the right to cancel any course. Siena Heights also reserves the right to cap enrollment in classes.

## **Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct Policy**

*Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institution's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University's Title IX Coordinator is the Chief Public Safety Officer, Cindy Birdwell. She can be contacted at 517-264-7194 or [cbirdwel@sienaheights.edu](mailto:cbirdwel@sienaheights.edu), or in person in Ledwidge Hall on the Adrian campus. For 24/7 availability, call 517-264-7799.*

*All faculty, employees and professional staff are Mandated Reporters and are therefore expected to report acts of sex and/or gender discrimination—including sexual violence involving any member(s) of the campus community, guests or visitors to the Title IX Coordinator or a Deputy Coordinator without delay. The only No Reporting Responsibility employees are Sandy Morley, Director of Counseling or Fr. John Grace, University Chaplain and only these two employees may maintain confidentiality based on the victim's wishes. Sandy Morley can be contacted at 517-264-7193 or [smorley@sienaheights.edu](mailto:smorley@sienaheights.edu), or in person in Ledwidge Hall 197 on the Adrian campus. Fr. John Grace can be contacted at 517-264-7198 or [jgrace@sienaheights.edu](mailto:jgrace@sienaheights.edu), or in person in Ledwidge Hall 211 on the Adrian campus.*

### **Introduction**

Central to the mission of Siena Heights University is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity. Therefore, this policy applies to all administrators, faculty, staff, agents and students at all time and places in any connection with the University. This policy applies for and to those who conduct business here. We are committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass. This is a policy and procedure summary. The full text can be obtained from the Office of Human Resources or the Office of the Dean for Students.

Types of harassment include, but are not limited to, the following: 1) spoken, written, and symbolic harassment, 2) physical harassment, 3) sexual misconduct, including sexual assault, and 4) sexual harassment. Sexual misconduct includes non-consensual sexual intercourse, nonconsensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/ gender-based stalking and sexual harassment. While Siena Heights University utilizes different standards and definition that the State of Michigan, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, dating violence and domestic violence. Non-sexual harassment may be considered a Level II violation. Depending upon the nature of the harassment, the adjudication can be handled through mediation, the Dean for Students, the Siena Heights University Conduct Board, or the immediate supervisor. However, due to the sensitivity of sexual harassment and sexual assault, formal and informal procedures have also been established and may be chosen for resolution. If appropriate, other members of the University may be asked to assist with the resolution of the situation. Mediation will never be used as a method of addressing sexual harassment or sexual misconduct.

### **Definitions:**

#### **Harassment**

Behavior consisting of physical or verbal conduct that substantially interferes with an individual's employment, education or access to University programs, activities or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and

duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

Any type of harassment is prohibited at the University. To constitute prohibited harassment, which can lead to discipline under this Policy, the conduct must be such that it detrimentally affects the individual in question and would detrimentally affect a reasonable person under the same circumstances.

## **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwanted, inappropriate, or without consent. Any and all types of sexual harassment are prohibited at the University.

Sexual harassment includes, but is not limited to:

- Requests for dates with a student by faculty or staff;
- Persistent unwanted or unwelcome requests for a date;
- Unwelcome requests for sexual favors or acts;
- Continued expression of sexual interest after being informed that the interest is unwelcome;
- Unconsented or unwelcome physical contact;
- Nude or seminude posters, photos, cartoons, or graffiti in the workplace or public place that are demeaning or offensive;
- Unwelcome sexual contact, such as leering or staring at another person; comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd;
- Harassment by nonemployees, such as visitors or vendors or contractors; and
- Failure to provide assistance that is usual under same or similar circumstances.

This list is not intended to be nor should be construed as all-inclusive of prohibited acts under this policy. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it.

Sexual harassment when committed by a student can lead to discipline under the Student Code of Conduct. The precise definitions of the Student Code of Conduct should be reviewed and applied when a student is accused of or commits harassment. (See Student Code of Conduct).

Sexual Harassment committed by an employee or third party can lead to discipline or corrective action when:

- a. Submission to such conduct is made implicitly or explicitly a condition for employment, promotion, grades, academic status, or participation in the University's activities;
- b. Submission to or rejection of such conduct is used as the basis for employment or academic or other decisions affecting an individual; or
- c. Such conduct is sufficiently severe or pervasive so as to substantially interfere with the harassed individual's employment, education or access to University programs, activities and opportunities, or creates a hostile or offensive environment for that individual or others.

## **Sexual Misconduct**

Siena Heights University recognizes that sexual misconduct, including sexual assault, is a serious social problem and criminal offense that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual misconduct within our community, to provide support and assistance to sexual misconduct victims, and to impose sanctions on those who have been found responsible for a sexual misconduct. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur.

Sexual misconduct is a form of sexual harassment and refers to sexual offenses including but not limited to rape, sexual assault, sexual battery, sexual exploitation, sexual coercion and any other forms of nonconsensual sexual activity. Sexual misconduct can be committed by strangers, acquaintances and family members, as well as casual and long-term dating partners.

Sexual misconduct includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts.

Sexual exploitation includes, but is not limited to, prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos, images or information of an individual's sexual activity or intimate body parts, non-consensual voyeurism, coercing someone against their will to engage in sexual activity, or knowingly transmitting sexually transmitted disease (STD) without disclosing STD status.

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

## **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method.

## **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

## **Domestic Violence**

Includes crimes of violence committed against a victim by: (i) a current or former spouse; (ii) a person with whom the victim shares a child; (iii) a person who is or has cohabitated with the victim as a spouse; (iv) a person similarly situated to a spouse of the victim; or (v) any other person against whom the victim is protected under federal or state violence laws. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

## **Retaliation**

As defined in the University's Non-Retaliation Policy, retaliation is also prohibited by this policy and may subject the individual who retaliates in violation of this or other University policy discipline or sanctions.

## **Prevention Efforts**

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the University utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming.

It is the policy of the University to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first session. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention). And discuss institutional policies on sexual misconduct as well as the State of Michigan definition of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events such as "No More Together We Can End Domestic Violence & Sexual Assault".

### **Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Harassment, and Other Acts of Sex and Gender Discrimination**

For offenses including sexual misconduct or other gender based violence, which typically includes the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

Procedurally, when the University receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the University will assist the victim in making these contacts.

The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.) If the victim so desires, they will be connected with a counselor on-or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the University provides them in hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are student, employee, guest or visitor. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the impositions of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the University can be found online here: <http://reslife.sienaheights.edu/student-conduct.html>

The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the University acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered

by Title IX and Clery Act. Training will help those decision makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with the State of Michigan law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of the victims or information that could easily lead to a victim's identification. Additionally, the University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Sexual assault victims are assured the following rights within the University conduct process:

- a. The right to be present during the entire proceeding.
- b. The right to have a person from the University present throughout the process to provide support.
- c. The right to not have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.
- d. The right to relate their account of the incident.
- e. The right to be informed of the results of the conduct proceeding.
- f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs.
- g. The right to a speedy hearing and decision.
- h. The right to appeal a decision made by the University Conduct Board or the Student Conduct Administrator.

A student charged with committing sexual assault is assured of the same rights. A student found responsible for a sexual assault or other sexual misconduct through the conduct process will be given a sanction appropriate to the offense. Possible sanctions range from a warning to expulsion from the University.

If you have questions or if this has happened to you or a friend, please talk to someone you trust. There are several resource individuals on campus to help you deal with concerns. For information and/or to report an assault, contact the Title IX Coordinator, a member of Student Life, such as your RA, SRA, GA, a member of the Wellness Team (Campus Ministry, Nurse, or Counselor), or a member of Public Safety for guidance and support.

## **Sexual Harassment Policy Summary**

*This is a summary. The complete policy is found in the Employee Handbook.*

Siena Heights is a Catholic University committed to providing a climate conducive to learning for its students and a positive work environment for its employees. Students and employees have a responsibility to treat each other with respect and dignity. The University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

The policy prohibiting sexual harassment applies to all employees, including administrators, fulltime and adjunct faculty, staff, students and third party vendors. It applies at all times and places in any connection with the University. It covers the harassment of students by faculty or staff as well as by other students.

**Sexual harassment is illegal.** It is a form of sex discrimination and a violation of these federal and state laws:

- Title VII – Civil Rights Act (1964)
- Title IX-Elementary/Secondary Education Act (1972)
- Michigan Elliott-Larsen Civil Rights Act (1967)

As a member of the University community, your behavior is an important model of our mission. If you see these behaviors, you have a **responsibility** to *act*. Speak with the person. Refer them to the Saints Guide and Code of Conduct. Notify one of the University representatives listed below. Siena Heights University will not tolerate sexual harassment at any time on any of its campuses.

**Any act of retaliation against a student or an employee for using this policy and its procedures violates the sexual harassment policy and will result in appropriate and prompt disciplinary action.**

## **Sanctions**

- Individuals violating the Siena Heights University Sexual Harassment Policy are subject to sanctions.
- Student conduct sanctions may range from reprimand to dismissal from resident, co-curricular and/or academic participation at the University.
- Employee discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination of employment.
- Siena may also insist, as a condition of continued attendance or employment, that the respondent participate in counseling, professional therapy or related educational or employment assistance.

## **Complaint Process**

This policy encourages students, staff and faculty to express freely, responsibly and in an orderly way, their opinion and feelings about any problem or complaint of sexual harassment. The complainant should begin the complaint process by contacting the Director of Public Safety, Title IX Coordinator, and the Director of Human Resources. He/she may be accompanied by a supportive student or employee from the Siena Heights community.

Individuals who are approached by a co-worker or student alleging sexual harassment, and who are not administrators or supervisors, are strongly urged to refer the concern to an appropriate administrator for investigation.

## **Frivolous Charges**

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

Please refer to the link provided for the policy in its entirety.

[https://mysiena.sienaheights.edu/ICS/Departments\\_and\\_Offices/Human\\_Resources/Employee\\_Handbook.jnz](https://mysiena.sienaheights.edu/ICS/Departments_and_Offices/Human_Resources/Employee_Handbook.jnz)

## **E-Communications Policy**

Electronic Communications (e-communications) include but are not limited to the Internet, e-mail, newsgroups, social networking and computer facilities of Siena Heights University combine to form an online extension of Siena Heights University. As such, the purpose of e-communication is to support and promote the mission of Siena Heights University. The procedures and guidelines are designed to help faculty, staff, and students adhere to Siena's moral/ethical standards and mission while using e-communications. To view the E-Communications Policy in its entirety visit Siena Heights University at:

[http://informationtechnology.sienaheights.edu/uploads/6/5/6/7/6567343/ecommunications\\_policy\\_feb\\_16\\_2015\\_-\\_title\\_revisions.pdf](http://informationtechnology.sienaheights.edu/uploads/6/5/6/7/6567343/ecommunications_policy_feb_16_2015_-_title_revisions.pdf)

## **Equal Opportunity Employer**

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institutions's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University's Title IX Coordinator is the Chief Public Safety Officer, Cindy Birdwell. Please contact 517-264-7194 or [cbirdwel@sienaheights.edu](mailto:cbirdwel@sienaheights.edu), or visit Ledwidge Hall on the Adrian campus. For 24/7 availability, call 517-264-7799.

## **Freedom of Expression**

The University assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. The University respects and upholds the rights of students to criticize, object, dissent, protest, and demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the University may restrict the time, the location and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

- other people, University and public property, and private property;
- the rights and freedoms of others, both individuals and groups;
- the orderly functions of the University;
- the moral and religious concepts on which the University is based.

The University will exercise its full range of student conduct sanctions and/or Adrian Police resources against demonstrators who:

- perform willful acts of violence against persons or property;
- abrogate or abridge the rights and freedoms of others;
- disrupt the orderly functioning of the University;
- act to subvert or undermine the moral or religious bases of human freedom.

## **Frivolous Charges Policy**

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith shall be subject to the same discipline as outlined in the Sanction section above.

## **Inclement Weather Policy**

University policy is to conduct all classes in accordance with the published schedule of classes, except in the rare case of severe weather. If classes are officially canceled, notification will be via SHU Alerts. Additionally, notifications will be posted on the University website through campus email.

## **Leave of Absence Policy**

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. Students requesting LOA should be directed to the Registrar's Office.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring Siena Heights University to perform a Return calculation. If the student does not meet the conditions found in 34 CFR 668.22(d) the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

A student granted an LOA that meets the criteria in 34 CFR 668.22(d) is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period.

## **Non-discrimination Policy**

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institution's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University's Title IX Coordinator is the Chief Public Safety Officer, Cindy Birdwell. She can be contacted at 517-264-7194 or [cbirdwel@sienaheights.edu](mailto:cbirdwel@sienaheights.edu), or in person in Ledwidge Hall on the Adrian campus. For 24/7 availability, call 517-264-7799.

## **Notification by Dean for Extended Leave**

Students, family members, or University employees are encouraged to report a student's extended campus absence of greater than one day to the Dean for Students office. Such past absences have been due to serious medical attention, death in the family, or similar types of crisis. This can be reported most easily by filling out a Student Care Team referral form, [https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5), or calling the Dean for Students office at 517-264-7600.

Once the Dean for Students office is contacted, appropriate faculty and staff will be notified at the discretion of the Dean for Students. The range of contact will vary by situation and student involvement, but may include the following faculty/staff relationships: the Director of Academic Advising, Academic Advisors, Professors, Coaches, the Student Care Team (comprised of the Assistant Dean for Students, Director of Counseling, and Director of Public Safety), Coaches, Student Support Services, the Director of First Year Experience, the President, Registrar, and work study supervisors.

Unless advised by the student directly, the Dean for Students will be sensitive in sharing only basic information to report the reason of the student's extended absence and the anticipated return date (if known). Regardless of this notification sent, classroom attendance and participation remains the student's responsibility at all times. Each faculty member has the sole discretion to evaluate student attendance and performance on a case-by-case basis.

## **Sexual Assault and Harassment**

Please refer to the following link for the entire policy that appears in the Safety Awareness Handbook.

<http://sienaheights.edu/Portals/0/Campus%20Safety%20Handbook%202013-2014%20Revised.pdf>

## **Smoking & Tobacco Policy**

Siena Heights University recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedent over the choice of some to use tobacco and smoking products on campus. This policy applies to all areas on campus including buildings on the Adrian Campus of Siena Heights University, and student housing. This policy applies to all faculty, staff, students and guests on the Adrian Campus of Siena Heights University.

## **Social Security Privacy Act**

Siena Heights University follows the regulations of the "Social Security Privacy Act" passed on March 1, 2005 by the State of Michigan.

Social Security numbers are confidential information and they must be protected from public access. University administration, staff, and faculty are responsible for all documents that contain Social Security numbers. Any document that contains a social security number must be stored in secure locations and shredded when no longer needed.

Social Security numbers will not be:

1. Used as the primary account number for any individual.
2. Printed on any piece of identification, membership cards, permits, or licenses.
3. Included in internet or computer systems without a secure or encrypted connection.
4. Used to gain access to an internet website or computer system network unless the connection is secure, encrypted, or a password or other authentication device is required.
5. Printed on any third party documents without the permission of the individual.

## **University Liability**

The University assumes no liability or responsibility for anyone's personal property. This includes damage or loss due to fire, theft, flooding, vandalism, etc. The University recommends that you do not leave valuables.

## **Website Privacy & Security Policy**

Siena Heights University is committed to ensuring the privacy and accuracy of your confidential information. We do not actively share personal information gathered from our Web servers. However, some information collected from our Website, including the summary server log information, e-mails sent to the Website, and information collected from Web-based forms, may be subject to review to meet Federal and State reporting requirements. To view the Website Privacy & Security Policy in its entirety visit Siena Heights University at [www.sienaheights.edu/About/PrivacyPolicy.aspx](http://www.sienaheights.edu/About/PrivacyPolicy.aspx).

## **Other Important Student Code of Conduct Policies**

Other Code of Conduct University Policies are updated annually. Such policies include alcohol and drug use, on campus housing policies, and student organization policies. To review these policies in the most up-to-date state, please visit <http://www.sienaheights.edu/StudentLife/StudentConduct.aspx>.

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- Board of Trustees
- Administration and Staff
- Faculty
- Professors Emeriti

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Cheryl Betz, Ed.D., Dean of the Graduate College and College for Professional Studies

Matthew Draud, Ph.D., Dean, College of Arts and Sciences

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Conni Lundy, Administrative Assistant to the Dean of the College of Arts and Sciences

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Donald Christensen, Online Course Design Technician

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Nicole Barkway, Associate Director of Advising and Registration

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Cindy Sutherland, Associate Director of Partnership Relations

Ashley Iott, Student Success Coordinator

Joyce Miller, Enrollment/Regulations Specialist

TBA, Faculty Coordinator, Theological Studies Program

Sue Bissa, Administrative Assistant

Emily Leep, Program Coordinator/CACREP Liaison

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Nichole Hood, Senior Assistant Director, Office of Undergraduate Admissions

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TBA, Admissions Counselor, Office of Undergraduate Admissions  
TBA, International & Out-of-State Admissions Counselor, Office of Undergraduate Admissions  
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Tracy Slomski, Visit Coordinator & Enrollment Services Receptionist, Offices of Undergraduate Admissions and Financial Aid

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TBA, Assistant Director for Student Success  
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Benjamin Gilsdorf, Financial Aid Officer  
TBA, Financial Aid Officer

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Marcia Mikuski, Registrar Officer  
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Ashley Thompson, Administrative Assistant, Graduate and Professional Enrollment  
Diane Martzke, Administrative Assistant, Graduate and Professional Enrollment

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Shawna Wilson, Coordinator of Annual Giving  
Amy Carey, University Grant Writer  
Robin Hinman, Coordinator of Advancement Services  
LeeAnn Isley, Administrative Assistant, Office of Advancement  
Elizabeth Schultz, Administrative Assistant, Office of Advancement  
Kate Hamilton, Director of Alumni Relations  
Sara Chrenko, Director, Career Services  
Melissa Growden, Career Services Specialist  
Barry Reinink, Career Services Specialist

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Mary Kruse, University Controller  
Pamela Howard, Director of Institutional Budgets  
Audrey Essen, Senior Financial Accountant  
Angelina Pechota, Financial Accountant  
Melinda England, Accounts Payable Coordinator  
Tania Kersey, Director of Student Accounts  
Linda Pancone, Student Accounts Advisor  
Annette Sanderson, Student Accounts Specialist  
Stacy Schaffner, Student Accounts Advisor

Cynthia Birdwell, Chief Public Safety Officer, Title IX Coordinator and Campus Risk Manager  
Todd Koch, Deputy Director Public Safety  
Mike Crater, Lt. Public Safety  
Rob Blohm, Sgt. Public Safety  
Dillon McMillon, Public Safety Officer,  
Patrick Sroufe, Public Safety Officer

Robin Rumler, Purchasing Manager  
TBA, Director of Auxiliary Services

Brian Bertram, Associate Vice President for Campus Facilities  
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Rick Breckel, Maintenance Technician  
Jeremy Davidson, Master Plumber/Maintenance Technician  
Michael Fink, Maintenance  
Jeffrey Reinke, Maintenance  
Frederick Shepherd, Maintenance  
Eric Kemeter, Grounds Worker  
Demian Browning, Custodian  
Bruce Creque, Custodian  
Merrie Ann Baggett, Custodian  
Robert Bailiff, Custodian  
Joshua Conner, Custodian  
Lisa Hayes, Custodian  
Sara Kay, Custodian  
Rita Moreno, Custodian  
Debrah Ray, Custodian

Richard Rockwood, Custodian  
Audra Stringer, Custodian  
Ruben Tapia, Custodian  
W. Dean Ward, Custodian  
Kyle Cannon, Custodian

Michael Miller, Director of Dining Services  
Bonnie Owens, Mail Room  
Liz Burke, Manager Barnes and Noble Bookstore

## **Division of Student Life And Athletics**

Michael Orlando, Dean for Students (Chief Student Affairs Officer)  
TBA, Administrative Assistant  
Father John Grace, University Chaplain  
Thomas Puszczewicz, Campus Minister  
Rachel Rickinger, Director of Residence Life and Student Conduct  
Samantha Thacker, Assistant Director of Residence Life  
Sandy Morley, Director of Counseling Services  
Sr. Sharon Spanbauer, Director of Health Services and Campus Nurse  
Sr. Mary Jones, Director of Mission Education & Heritage Development  
Kelly Castleberry, Project Coordinator for OVW Grant  
Sharese Mathis, Director of Diversity and Inclusion  
Dexter L. Overall, Director of Student Engagement  
Fred Smith, Athletic Director  
Susan Syljebeck, Associate Athletic Director

## **Student Achievement and Academic Success**

Ben Rosebrock, Director, Student Support Services  
Patricia Gray, Program Coordinator, Student Support Services  
Melissa Krzyzaniak, Administrative Assistant, Student Support Services

## **Athletics**

Baseball	John Kolasinski, Head Coach
Basketball	Joe Pechota, Men's Head Coach; Susan Syljebeck, Women's Head Coach
Bowling	Charles Cain, Men's and Women's Head Coach
Cheer and Dance	Angie Heath, Head Coach
Cross Country	Tim Bauer, Men's and Women's Head Coach; Kirk Richards, Head Women's Coach
eSports	John Macon, eSports Director and Head Coach
Football	Matthew Kohn, Head Coach
Golf	Alan Sandifer, Men's and Women's Head Coach

Lacrosse	Ed Maloney, Men's Head Coach; Cindy Hill, Women's Head Coach
Soccer	Andrew Crawford, Men's Head Coach; Scott Oliver, Women's Head Coach
Softball	Laura Klutsarits, Head Coach
Track and Field	Tim Bauer, Men's Head Coach and Director of Track and Field Operations; Kirk Richards, Women's Head Coach
Volleyball	Kim Berrington, Men's and Women's Head Coach

Joni LeMay, Manager of Athletic Operations  
 Kate Daisher, Manager of Athletic Operations  
 Lorie Robinette, Head Athletic Trainer  
 Justin Logan, Athletic Trainer  
 Crystal Wilcoxon, Sports Information Director

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Melissa M. Sissen, Head/Public Services Librarian  
 Peggy Hlavka, Serial Services Coordinator  
 Cynthia Dopp, Cataloging/Electronic Resources Librarian

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